



Confirmation of Real Estate Appraisal Service Agreement

between

the Real Estate Appraisal Professional (I)

and

the Client (you)

BASED ON OUR DISCUSSIONS, THIS IS TO CONFIRM THE FOLLOWING:

Who will use this appraisal (Intended User):

Appraisal is to be completed on or before

Property address:

Purpose of appraisal:

APPRAISAL STANDARDS USED:

- CUSPAP Canadian Uniform Standards of Professional Appraisal Practice
- USPAP Uniform Standards of Professional Appraisal Practice
- IVSC International Valuation Standards

MY DUTIES TO YOU:

- Prepare for you a real estate appraisal in accordance the appraisal standards indicated above.
- Protect your confidentiality. I will not disclose the data, analyses, opinions, or conclusions in an assignment to anyone other than you unless you expressly authorized me to share this information with others.
- Disclose to you all conflicts of interest or information that may influence your decisions in the appraisal assignment.

Real Estate Appraisal Service Agreement

YOUR DUTIES TO ME:

- Provide access or contact information for access to the property.
- Provide me with all supporting documentation (e.g. purchase contract, building plans, leases).
- Answer my questions about the property truthfully and completely.
- Pay me as described below.

YOU WILL PAY ME:

A flat fee of \$ _____

An hour rate of \$ _____

YOU WILL REIMBURSE ME FOR:

Mileage \$ _____

Land titles \$ _____

Other \$ _____

PAYMENT IS DUE:

Date Late fees of will apply to late payments

PERSONAL AND CONFIDENTIAL INFORMATION

You give me authority to collect, use, and disclose personal and confidential information.

I will only collect use and disclose information as is necessary to complete the appraisal assignment.

It is standard practice to include interior photographs of the property which may capture your (or the occupants) personal and confidential information.

You also allow me to use the data obtained through the appraisal assignment for use in other appraisal assignments.

I am a real estate appraisal professional governed by the Real Estate Council of Alberta (RECA). For more information about RECA's mandate and how you are protected in your dealings with me see www.reca.ca. I am required to provide you with this disclosure to ensure that the terms of this appraisal assignment are clearly outlined and understood by you.