

# Appraisal Request Form

All fees are due at the time of the initial examination, in advance of research and document preparation. I have enclosed my payment in the amount of \$ \_\_\_\_\_ .00 for the appraisal for \_\_\_\_\_ works of art. I understand the fee remitted by me at this time is only an estimate of the total fees due. (since the precise amount can only be ascertained at the completion of the formal evaluation.)

I further understand that if the total appraisal fees due upon completion of the formal appraisal fall into a higher category (according to the current posted Fee Schedule). I will be notified in advance and will have the option to pursue or cancel the appraisal.

If the fee is higher and I elect to proceed with the appraisal, I understand that I will agree to the difference and pay such amounts in addition to the original estimated payment.

If the fee is lower than the estimate I have paid, I understand that I will receive a refund of the difference which will be remitted with the completed appraisal.

Make appraisal out to: \_\_\_\_\_

Mail appraisal to: \_\_\_\_\_ Suite or Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ Business Phone #(\_\_\_\_) \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ M/C(\_\_\_\_) Visa(\_\_\_\_)

Billing Address \_\_\_\_\_ Suite or Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name as it appears on Credit Card: \_\_\_\_\_

Check # \_\_\_\_\_ Check Amount \$ \_\_\_\_\_ .00 (If sending check.)

For IRS Donation Only:

Name of charity receiving donation: \_\_\_\_\_

Location of charity: City \_\_\_\_\_ State \_\_\_\_\_ (Street address not required.)

Date of donation: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send this form along with profile sheets, photos and any other necessary documents to:

**National Institute of Appraisers  
73450 Country Club Dr. Suite #181  
Palm Desert, CA 92260**

**We are in the office to assist you 7 days a week from 8 a.m. to 6 p.m. Pacific Standard Time.  
Our Toll Free Number is 1-800-676-2148**