

(Date)

Re: Appraisal Review Services  
Project No.:  
Project Name:

Dear \_\_\_\_\_ :

The purpose of this letter is to solicit a proposal for appraisal review services for the tracts to be acquired as part of the above captioned project. The enclosed plats provide details of the areas valued by the appraiser.

This is a Federal-Aid project so federal requirements for appraisal review must be adhered to.

The work required for this project is described in this document and as noted in the enclosed Appraisal Review Specifications and Appendix A, B and C of that document.

You are requested to record your fee required for each tract and the total fee for the project on Appendix C. In addition, you should indicate the date you expect to start this service and the date you expect to complete it. Further, appendix C shall be signed and dated in the space provided.

We have valuation reports on each ownership on the project. \_\_\_\_\_ has completed the valuation reports and they are now ready to be reviewed. They are as follows:

**Tract No.**

**Type of Valuation Report**

Your proposal for this project should include the following:

- a. Your fee to review the valuation report of each ownership.
- b. The time you feel necessary to complete the review process after notification to proceed.
- c. Your fee for each half day appearance in County Court if property must be acquired by eminent domain.

All these items will be factors in evaluating proposals.

Please submit your proposal to this office on or before \_\_\_\_\_ .

If additional information is necessary or desirable, please contact \_\_\_\_\_ .

Sincerely,

Name  
Title

Enclosures

xc: File