

## Request for Appraisal Services

**MEMO TO:** CPED Appraiser  
505 Fourth Ave. S., 320 - 673-3000

**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

| TYPE OF APPRAISAL REQUESTED:                    |   |
|---|---|
| <input type="checkbox"/> Planning/Budget        | <input type="checkbox"/> Fixtures/Sign(s)   |
| <input type="checkbox"/> Acquisition, Voluntary | <input type="checkbox"/> Reuse: (attach survey, legal or other description and indicate the use to which the subject will be put) |
| <input type="checkbox"/> Acquisition, Definite  | <input type="checkbox"/> Other (explain)  |
| <input type="checkbox"/> Donation               | _____   |
|   | _____   |

**CHARGE HARD COSTS TO:**

| Fund | Org | Rept Cat | Job/Project Number |
|------|-----|----------|--------------------|
|      |     |          |                    |

**CHARGE STAFF TIME TO:**

| Fund | Org | Rept Cat | Job/Project Number |
|------|-----|----------|--------------------|
|      |     |          |                    |

**MAILING ADDRESS FOR PRELIMINARY ACQUISITION NOTICE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| Neighborhood | Project | Block/Parcel | Use |
|--------------|---------|--------------|-----|
|              |         |              |     |

| Property Address | Owner or Contact | Phone |
|------------------|------------------|-------|
|                  |                  |       |

**GOAL AND PROPOSED REUSE:**

\_\_\_\_\_

\_\_\_\_\_

**PROPERTY IS:**

- |                                   |   |                                       |
|-----------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Occupied | <input type="checkbox"/> Vacant Since _____<br>(Date) | <input type="checkbox"/> Condemned    |
| <input type="checkbox"/> Boarded  | <input type="checkbox"/> Vandalized                   | <input type="checkbox"/> Fire-damaged |

**DUE DATE DESIRED:** \_\_\_\_\_ **IS CODE COMPLIANCE REQUIRED?** \_\_\_\_\_

WHEN USING COMMUNITY DEVELOPMENT FUNDS FOR VOLUNTARY ACQUISITION, THIS REQUEST SHOULD INCLUDE VOLUNTARY ACQUISITION LETTER, RESIDENTIAL RELOCATION WAIVER, AND PRE-OCCUPANCY REPORT.

Has Relocation Been Notified? \_\_\_\_\_

\*\*\*BE SURE ALL ITEMS ON PAGE 2 ARE "FULLY ANSWERED\*\*\*

THE FOLLOWING INFORMATION IS REQUIRED BEFORE WE CAN BEGIN THE APPRAISALS:

**Previous Directives:**

**Neighborhood Group Notification:**

**Comprehensive and Community Improvement Plan Compliance:**

**Impact on the CPED Budget:**

**Impact on the Business Plan:**

**Impact on Replacement Housing Requirements:**

- Number of low-income rental units displaced: \_\_\_\_\_
- Size of Units: \_\_\_\_\_
- Source of funds for replacement: \_\_\_\_\_
- Does project produce replacement units?  Yes  No
- If so, number and size of units: \_\_\_\_\_

**Other Relevant Information: (Attach memo if needed)**