${nowDate}

${apponename}

${apponephone}

${apponeemail}

${ownname}

${ownaddress}

${owncityst}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **15-Day Notice of the Appraisal Inspection** | | | | |
|  |  |  |  |  |
| **Project Name:** | ${rowprojname} |  | **Property Address:** | ${address}  ${citystatezip} |
| **${nameacro**} **File No.:** | ${clientref} |  | **Parcel No.:** | Map ${mappage} – TL ${taxlot} / ${parcarray} |
| **Requested Inspection Date:** | After ${reqinsdate} |  |  |
|  |  |  |  |  |

To Whom It May Concern:

The ${ccomp} ${acroparenth} is in the process of making improvements along ${rowprojname}, ${city}, ${longstate}. As part of this improvement project, ${nameacro} will be acquiring certain real property and property rights from your property that is located within the Project area. ${nameacro} has hired us to appraise the real property and property rights that will be acquired for use in completing this project.

As part of the appraisal process, we need to inspect your property. Oregon State law requires that you be given 15‐day notice prior to a physical inspection of the property. This letter is our offer to you to accompany us during this inspection. It is not necessary for you to accompany us on the inspection. You may choose to waive the 15-day notification period and our offer to accompany us during the inspection by checking the appropriate boxes in the chart on Page 3 and returning the attached form in the self-addressed stamped envelope provided.

Due to the COVID-19 pandemic, the Oregon Governor has issued orders regarding social distancing and business operations. If you choose to meet onsite in person, proper protective gear and distancing will be used to comply with the State’s guidelines. If you do not want to inspect the property with me, you can choose to correspond by phone or email if you have any questions or wish to provide any input that would benefit the completion of the appraisal.

We are planning to inspect your property after ${reqinsdate}. If you have any questions, please contact us at ${apponephone} or ${apptwophone} or by email at ${apponeemail} or ${apptwoemail}. You may also delegate attendance at the inspection to your local representative. If we do not hear from you, we will inspect the property without your presence. If you have any information that you would like for us to consider as part of the appraisal, please contact us or we can discuss this information during the inspection. Again, please complete the requested information on Page 3 and return it to our address in the self-address stamped envelope provided.

If you have any questions regarding this request or other matters pertaining to the appraisal process, please feel free to contact us at your convenience.

Sincerely,



|  |  |  |
| --- | --- | --- |
| ${apponedigsig:150:150} |  | ${apptwodigsig:150:150} |
| ${apponename}  ${apponelicst} Certified General  Appraiser License #${apponelicno} |  | ${apptwoname}  ${apptwolicst} Certified General  Appraiser License #${apptwolicno} |

After completing the information request below, please return this form in the self-addressed stamped envelope provided.

Thank you.

|  |  |  |
| --- | --- | --- |
|  | **Please Choose Yes or No** | |
|  | **Yes** | **No** |
| **Please contact us at the phone number below to schedule the inspection.** |  |  |
| **I hereby waive right to a 15-day inspection.** |  |  |
| **I decline our right to accompany the appraiser during the inspection.** |  |  |
| **Please contact us by phone to discuss the appraisal process.** |  |  |

|  |  |
| --- | --- |
| Owner / Representative: |  |
|  | (Signature) |
| Print Name: |  |
| Date: |  |
| Phone Number: |  |
| Person to Contact for Inspection: |  |
| Phone Number: |  |

|  |
| --- |
| Project Map |
|  |
| **Text  Description automatically generated with low confidence** |