



1208 Buchanan Street  
Nashville, Tennessee 37208

Phone: 615.216.4809  
[solutions@TheHammondsGroup.com](mailto:solutions@TheHammondsGroup.com)  
[www.TheHammondsGroup.com](http://www.TheHammondsGroup.com)

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November 01, 2025

John Doe

To Whom It May Concern:

Thank you for choosing The Hammonds Group, Inc. for your real estate service needs. I am confident that you will be very satisfied with the services that we offer.

Enclosed please find our Agreement for Services. If this Agreement is acceptable to you, please sign and return to our office. Once we receive the signed Agreement from you, we will expedite your request.

If you have questions, please don't hesitate to contact me. I can be reached at 615.216.4809 or by email at [chammonds@thehammondsgroup.com](mailto:chammonds@thehammondsgroup.com) or Philip Boals, Director of Appraisals, at [pboals@thehammondsgroup.com](mailto:pboals@thehammondsgroup.com).

Again, thank you for choosing The Hammonds Group, Inc.

Sincerely,



Corey Hammonds  
Founder/CEO  
Enclosure



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## AGREEMENT FOR SERVICES

RE: 123 Main St

Pursuant to your request, we are confirming our agreement to provide professional appraisal services on the above-referenced property, to be prepared in conformance with the requirements of the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute, as well as Uniform Standards of Professional Appraisal Practice. This appraisal will be subject to a Statement of Limiting Conditions and Appraiser's Certification, which accompanies all appraisals.

**Confidentiality:** As our confidential client, all reasonable steps will be taken to ensure no information is divulged concerning your report to any other person or organization other than yourself, except by your authorization

**Commitment:** We agree to provide appraisal services as follows:  
Appraisal Report and electronic copies for a total fee of \$500  
50% of fee due signing of Agreement; 50% due at completion of report. Bid is valid for acceptance for five (5) working days.

**Properties Under Appraisal:**

**Type of Report:** Fee Simple Appraisal with appropriate approaches will be prepared according to the Assumptions and Limiting Conditions attached. The purpose of this analysis is to establish the market value for business decisions.

**Completion:** Appraisal services cannot begin, and appraisal services have not been officially contracted, until requested items and signed letter of intent have been received. It is the appraiser's intent, assuming no unavoidable delays are encountered, completion of the above-referenced assignment within 2-4 business days post inspection, subject to the signing of this agreement and delivery of requested documentation.

**Property Data:** The following items are needed to perform these appraisal services. Analysis cannot begin until the appraisers receive requested items.

1. Copy of Signed Sales Agreement if Under Contract
2. Copies of Any Plans/Specifications
3. Copy of Any Current or Historical Lease Agreements
4. Contact Person and Phone # for inspection of property



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Please initial, sign below and return as soon as possible this signed letter of intent and any requested documents in order for the appraisers to perform these services in a timely manner.

(Initial)

\_\_\_\_\_  
I have read, agree to, and hereby authorize you to proceed on the above-described services.

\_\_\_\_\_  
I understand that I am responsible for securing and delivering to the appraisers the information outlined on the previous pages and for securing payment of these professional appraisal services in the amount of \$500.

\_\_\_\_\_  
I understand that these appraisal services have not been engaged or contracted until the appraisers receive the requested documents and signed letter of intent. I also understand that the delivery date will be calculated from receipt of these items.

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John Doe