



Appraisal Request Checklist

Appraisal requests, depending on size, can take up to 4-6 weeks for turnaround (from completed checklist)

Requesting Department: _____

Department Point(s) of Contact: _____

Email/Phone: _____

Third Party Advisor (if applicable): _____ Phone: _____ Email _____

Scope of Project/Description of Property to be Appraised *(Please include as much detail as possible)*

Property Identifiers

Address: _____

TCAD Property ID#: _____

Associated UT Project: _____ Project Manager: _____

Appraisal Requests must be identified through one or more of the following submissions to our office:

- Aerial Image with outline of Property
- Survey of Property

CREO to order Bid Quote for Appraisal when the above item(s) have been received

Turnaround time can be 4-6 weeks to order and receive bid quote

Authorization to be provided by Requestor once Bid is Received:

Account Number: _____

Signature of Department Director or AVP: _____ Date: _____

Department/Title: _____

IMPORTANT:

CREO will process a Request for Appraisal and engage service upon receipt of the following:

1. A completed copy of this checklist with all items specified on type(s) of request(s) and scope of work
2. An account number will need to be provided by requestor once BID is received
 - a. Signature of Department Director or AVP for amounts above \$25k