



Request for Chattel Report

Please fill out this form and **fax to Chattel Professionals, LLC, at 1-866-557-1390 (we need your signature)**. If you have questions, please call us at **1-888-844-1390**. We will be happy to help you complete the form.

We need answers to the items in bold to start the process: Questions 1–11; 25; and 27. Please initial item 28 if you would like us to contact your CPA directly.

Thank you for choosing Chattel Professionals for your chattel valuation!

Part I: Required Information

1. **Owner name(s):**
2. **Owner's contact information (please include phone and email contacts):**
3. **Complete address of property(s) to be appraised:**
4. **Are you the owner of the property being appraised?** Yes No
5. **Number of units (single family = 1 unit, duplex = 2 units, and so on):**
6. **Property type (check one):**

Single family	Condo*	Attached (townhouse)	Duplex	Triplex
Fourplex	Multi-unit	(# of units) and	(# unique unit types)	
			Investor	HOA

*If condo, are landscaping and deck owned by the investor or the HOA?
7. **Date property purchased (must be greater than 2002):**
8. **Property cost:**
9. **Property value (at time of purchase):**
10. **Land value (if condo, then land value is \$0):**
(Note: We cannot accept your estimate of the land value. This information is on the property appraisal. If you do not know this information, ask your CPA or the realtor or loan broker involved in the sale. Most land values are public record and may be available online.)
11. **Was this property acquired through a 1031 tax exchange?** Yes No

Part II: Property Information

12. How many years have you filed taxes with this property?
13. When do you usually file your taxes?
14. Do you want us to contact your tenant or property management company to negotiate the chattel appraisal date? Yes No
 - 14a. Who currently manages the property (company, contact name, and telephone number):
 - 14b. Is a tenant currently occupying the property? Yes No
 - 14c. Tenant's name:
 - 14d. Advise how we should contact your tenant:
15. Number of stories:
16. Number of bedrooms/bathrooms (per unique unit type):
17. Square footage:
18. Description of property to be appraised, if known (e.g., paint color, landmarks, other information that will help identify the property if the address is obscured):

19. Is there anything special about the property we need to know (alarms, animals, special circumstances, neighbors, where to park, etc.)?
20. How can we enter the property?
21. Is this an executive rental that is fully furnished? Yes No
- 21a. If yes, do you have receipts for the items that are in addition to a standard rental (e.g., linens, furnishings, paintings, utensils, tools, etc.)? Yes No
22. Which of the appliances and/or furnishings in the property are owned by the tenant (if any)?
- | | | | | |
|-----------------|---------------------------|-----------|--------|-------|
| Refrigerator | Dishwasher | Microwave | Washer | Dryer |
| Air conditioner | Window treatments (list): | | | |

Part III: Payment

23. Two reports are included with your purchase. Do you need an extra copy of the report? (Please note, a fee of \$50 will be charged per extra copy requested.) Yes No If Yes, number of copies:
24. Referred by:
25. **Payment method:** **Check** **Visa/MC** **AMEX/Discover**
- Mail checks to **Chattel Professionals, LLC, 418 Laurel Avenue, Half Moon Bay, CA 94019-1674**
- Name on card:
- Card number:
- Expiration date:
- Signature:** _____

Part IV: Final Report Distribution

26. Parties and addresses to which the final report should be sent:
- Name:
- Mailing address:
- Name:
- Mailing address:

27. By signing this form, you ask Chattel Professionals, LLC, to receive payment for services to be rendered on an agreed-upon time and date at the rental property(s) listed above. In no event, including (without limitation) negligence, will Chattel Professionals, LLC, or any other related, affiliated or subsidiary Field Appraiser be liable for any loss or damage of any kind, including (without limitation) any direct, special indirect or consequential damages or costs arising out of or in connection with the access of, use of, performance of any appraisal or cost segregation study provided by Chattel Professionals, LLC.

X

Your signature above signifies that you have read, understand, and agree to these statements.

28. I give you permission to contact my CPA to obtain required information in Part I, above. Initial

29. CPA name and contact information:

Notes:

For Chattel Professionals Use Only:

CP Rep: _____ Price of chattel valuation: _____

Total amount due (price of chattel valuation, plus cost of extra reports): _____