COMMERCIAL APPRAISAL HANDOFF / 01

# FRAME THE ENGAGEMENT QUESTIONS

Use neutral labels. The authorized client and appraiser must confirm engagement elements privately.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

**Property A / broad property class / no address or value**

**Engagement purpose question / ordinary words / not a conclusion**

**Client role question / authorized role only / no identity**

**Intended-use question / appraiser to confirm**

**Intended-user question / role labels / appraiser to confirm**

**Effective-date or timing question / no date selection here**



Preparation only. Not valuation, appraisal review, scope, intended-use, effective-date, method, assumption, credential, report-sufficiency, transaction or legal advice. Keep private records out.

COMMERCIAL APPRAISAL HANDOFF / 02

# MAP RECORDS, ACCESS AND ASSUMPTIONS

List categories and roles only. Keep values, lease terms, identities and document contents private.

**Property Record A / category / source role / availability**

**Tenancy Record A / category only / private handoff needed**

**Access area or appointment question / responsible role**

**Interview or contact-role question / no identity**

**Missing-information or assumption question / appraiser response**

**Scope-change, dependency or responsibility still open**



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COMMERCIAL APPRAISAL HANDOFF / 03

# CHECK THE ENGAGEMENT-READY PACKET

Tick what is organized. These checks do not approve scope, assumptions, credentials, value or a report.

- [ ] Property and role labels are neutral and consistent
- [ ] No value, rent, identity, lease term or private record is included
- [ ] Purpose, intended use and intended-user questions are visible
- [ ] Property and tenancy record categories are separated
- [ ] Access and contact responsibilities are assigned as questions
- [ ] Missing information and assumptions are left for the appraiser
- [ ] Report, review and delivery expectations are requested
- [ ] No scope, credential, value or report conclusion is recorded

**Purpose, use, user or timing question still open**

**Record, access, contact or assumption question still open**

**Report, review, delivery or credential question still open**



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COMMERCIAL APPRAISAL HANDOFF / 04

# QUESTIONS FOR THE COMMERCIAL APPRAISER

Ask each appraiser the same engagement, record, access, assumption and report-handoff questions.

**Engagement: how are client, use, users and timing confirmed?**

**Records: which property and tenancy categories are requested?**

**Access: which visits, interviews and contact roles are needed?**

**Assumptions: how are gaps and scope changes documented?**

**Report: what form, delivery and clarification process is proposed?**

**Follow-up: which credential, reliance or conflict questions remain?**



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COMMERCIAL APPRAISAL HANDOFF / 05

# COMPARE SCOPE AND REPORT HANDOFF

Use Providers A and B with the same neutral packet. Clarify different engagement elements before comparing proposals.

**Providers A / B / proposal references / dates**

**Purpose, intended use, users and timing confirmation - A / B**

**Records, access, assumptions and scope changes - A / B**

**Report form, review, delivery, follow-up and open questions - A / B**

## READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Real Estate Appraisal request for a commercial property. Share a non-sensitive Property A engagement-question and record-category brief so participating pros can compete with proposals. Compare proposed scope, requested records, access roles, assumption handling, report form, delivery, timing and fit. A private authorized-client and appraiser discussion may be needed before the engagement is defined.

**One request. Every pro's best offer.**

Start a request

Participation varies. A private authorized-client and appraiser discussion may be needed before the engagement is defined.

Planning guide: https://www.pickyourpro.ai/services/real-estate-appraisal/commercial-appraisals

Appraisal Subcommittee: Appraiser Registry (official reference)

The Appraisal Foundation: USPAP (official reference)



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