**Form LPA-2 (Rev. 2/18)**

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| --- | --- | --- | --- | --- |
| **WORK AUTHORIZATION ORDER** |  |  | LPA |  |
|  |  |  | ROW-CPMS # |  |
|  |  |  | PROJECT # |  |
| DATE: |  |  | REGION/AREA |  |
|  |  |  | COUNTY |  |

This Appraisal Assignment Agreement dated \_\_\_\_ between \_\_\_\_ (appraiser), and

Is the work authorization order for \_\_\_\_ (appraiser) to perform real property appraisal services as follows on the above referenced project.

**(A): Appraisal / Appraisal Review Services As Stipulated In The Following Table:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tract  No. | Partial  Appraisal Fee | Complete Appraisal Fee | # Days to Deliver Report |  | Tract  No. | Partial  Appraisal Fee | Complete Appraisal Fee | # Days to Deliver Report |
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| **Payment of Fees:** The appraiser can invoice for and receive 65% of the agreed upon appraisal fee(s) upon completion and delivery of the appraisal(s). The remaining 35% can be invoiced and will be paid once all supplements have been requested and received or 60 days after delivery of the report(s). | | | | | | | | |
| **On-Site Meeting(s):** All tracts with structures to be acquired REQUIRE an on-site, Realty/Personalty meeting between the Appraiser and Relocation Personnel (contact the LPA for who to contact with their consultant or with ALDOT for additional information). If it has been determined, before the appraiser is engaged by this document, certain tracts will not require a meeting; those tracts have to be noted in the attached scope of work details. | | | | | | | | |
| **Comments:** | | | | | | | | |

The total amount of these fees is **$\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. All above authorized reports are to be delivered to the LPA **no later than** the agreed number of days indicated above per tract. If for any reason the appraiser needs to request an extension, the request must be submitted in writing (email is acceptable) ten business days before the due date, stating the reason for the request; if the extension is not approved, the appraiser is expected to meet the originally agreed upon date. The appraiser also agrees, by signing this agreement, to respond to any requests for supplemental data and/or corrections to the report(s) within twenty business days from the date of the request for supplements.

**(B): Miscellaneous Reports / Per Diem Fees for Pre-Trial & Expert Witness Testimony as Described Below:**

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| TRACT(S) NO. | SERVICES TO BE PROVIDED | FEE AMOUNT |
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| LPA OR CONSULTANT |  | APPRAISER |

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| --- | --- | --- |
| **Recommended for Approval:** |  | **APPROVED:** |
|  |  |  |
|  |  |  |
| ALDOT REGION AREA CHIEF APPRAISER |  | ALDOT REGION/AREA ROW MANAGER |

Form LPA-2(Pg-2) (Rev. 2/18)

**TRACT BY TRACT APPRAISAL SCOPE OF WORK**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE |  | REGION/AREA |  | APPRAISER |  |
| PROJECT NO |  | COUNTY |  |  |  |
| CPMS # |  | MAP REVISION |  |  |  |

Note: The scope of work for each tract shall be approved by ALDOT Region Area appraisal personnel prior to this WAO being approved. The scope of work is discussed between the Regional Area Appraisal Personnel and the Appraiser on each tract and it includes; what approaches to value will be employed, what improvements will remain constant in the Before & After (in a partial report), what tracts, with acquired structures, the Region Area has pre-determined will not require an on-site meeting, etc. (anything pertinent to the assignment). The scope agreement is what the appraiser has agreed to do for the assignment; not subject to unilateral change. If during the course of the assignment, information is discovered or the inspection reveals a need for a possible revised scope, the Appraiser is to contact the LPA and Region Area Personnel (or vice versa) to discuss a change in scope. Any changes in Scope must be approved in writing by the Region Area Chief Appraiser, prior to the completion of the appraisal; all scope of work details are to be noted in the report.

**This document is required to be attached to the WAO and a copy provided to the appraiser.**

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| TRACT # | SCOPE OF WORK |
|  | ***The appraiser shall use the most current (latest revision) appraisal forms available on the ALDOT website*** |
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*NOTE; THE IMPROVED SALES COMPARISON APPROACH (MARKET APPROACH) IS GENERALLY RECOGNIZED BY THE COURTS, IN EMINENT DOMAIN, AS THE MOST RELEVANT APPROACH TO MARKET VALUE. NOT ONLY SHOULD DIFFERENCES SUCH AS THE NUMBER OF BEDROOMS, BATHS, ETC. BE ADJUSTED FOR CONTRIBUTORY VALUE ON A LINE-ITEM BASIS; WHEN WHAT IS BEING ACQUIRED INCLUDES DETACHED GARAGES, POOLS, BARNS, SHEDS, FENCING, ETC.; THE CONTRIBUTORY VALUE OF THE VARIOUS IMPROVEMENTS SHALL BE IDENTIFIED WITHIN THE GRID ANALYSIS AND REPORT(S) AS WELL. IF THERE ARE ANY IMPROVEMENTS (RESIDENTIAL OR COMMERCIAL) THAT DO NOT CONTRIBUTE VALUE, THE REPORT SHOULD CLEARLY STATE SUCH AND IF THEY DO CONTRIBUTE VALUE, THE REPORT(S) SHALL HAVE LINE ITEM ADJUSTMENTS IN THE SALES GRID TO RECOGNIZE DIFFERENCES. PHOTOGRAPHS OF ALL IMPROVEMENTS ARE ALWAYS REQUIRED AS WELL. THE PURPOSE OF THIS IS FOR ALDOT TO COMPLY WITH THE UNIFORM RELOCATION ACT, SO, CAREFUL ATTENTION IS NEEDED.*