



APPRAISAL PROCEDURES

Dear Sir/Madame:

- In order to secure your appointment a minimum deposit of US\$ 300, = is required. Deposit for villas, apartment buildings, family homes with extra apartment(s), commercial buildings and land over 2.000m², will be determined by the appraiser. **Quotes can be given but are to be considered an indication if plans are not available.**
- Banks require different information. Kindly advise which bank you intend to submit your financial request to or if the appraisal is for personal use.
 - Bank/Financial Institution/Personal/ Insurance:_____
- Client must fill out appraisal order form with all required information as indicated on the form, and come to ICE office to make the deposit and get an inspection date. * Please keep in mind that it takes approx. 2 weeks for preparation and completion of the report after inspection is done.
- **Current Schriftelijke Inzage (Title Search)** excerpt from Kadastre office showing legal owner and or mortgages/ seizures on the parcel(s) of land/condominium to be appraised. If no Schriftelijke Inzage is delivered we will charge an extra of minimum US\$ 30.00 for the information from Kadaster per meetbrief.
- **Layout of the subject apartment, complex Nr. and index Nr.:** The Kadastre office has this information available.
- **A copy of the meetbrief** (certificate of admeasurements) of the subject land/layout or plans of dwelling and commercial properties is required.
- For construction, **Building Permit Plans** of the house/buildings etc. For new buildings a short list of finishing to be built is required. * Please advise if the financial bank requires progress reports during construction; if available the contractor's estimate with payment schedule.
- Client **must** come to the ICE office on the day of inspection at the time of appointment. Existing property (building) needs to be inspected at the interior as well as the exterior.
- We kindly request to advise in time of an appraisal appointment cancellation or if you are running late.

Independent Consulting Engineers N.V.
May 2011

Please print name, date and sign

Saba & Statia Appraisals:

- ❖ Travel expenses are on account of the client.
- ❖ The deposit including travel expenses is US\$ 600.00.
- ❖ Client must pick up the appraiser at the airport or make arrangements therefore and must bring client to the next appointment or back to the airport.