

Request for Proposal
ON YOUR LETTER HEAD

Conservation Easement Appraisal

Provide Proposal to Project Contact (below) by 5:00 pm Friday, *[insert date 1 or 2 weeks from today]*

Proposal should include a not to exceed fee for the assignment and a date of delivery from time of engagement. *[Note: Once you decide on an appraiser, sign the 'engagement letter' & send the retainer in a timely fashion in order to secure a position in the appraiser's queue.]*

Owner:

Name: The Name of the landowner(s) or Revocable Trust

Mailing Address: 123 River Road, Anytown NH

Phone #(s): (603) 123-4567

Property:

Location:

Tax Map

Clients: The [name of town] Conservation Commission (who is paying the bill)

Intended Users: The Local Land Trust, Truslow Resource Consulting, LLC

Project Contact: Anna Boudreau, Project Manager

Truslow Resource Consulting
454 Court Street, #304
Portsmouth, NH 03801
aboudreau@truslowrc.com
(603) 557-7561

Background Information

The local conservation commission is working with [landowners name] to conserve the subject property on River Road. The goal is to conserve the property by way of a conservation easement to be held by the town Conservation Commission. Model conservation easement language from "The Local Land trust" is attached and should be used in the appraisal analysis. Additional maps providing aerial, topography, and soils are also attached.

Description of Work to Be Performed

Complete an appraisal in Summary Report format that includes the before, after, and conservation easement values for the subject property according to the Uniform Standards of Professional Appraisal Practice (USPAP). Approximately _____ acres will be excluded from the easement area as shown on the attached maps.

Deliverables

Supply one (1) electronic PDF of the appraisal (summary report format) to The Land Trust. After their review, provide three (3) paper copies of the final appraisal report to The Land Trust.

Contract and Billing

The appraisal contract should contain signature lines for the client. The client will be responsible for 100% of the appraisal costs and should be billed accordingly.

Appraiser Qualifications

Please include a summary of your qualifications with your proposal.

The Appraiser shall meet the following minimum qualifications:

- The Appraiser shall be a current certified Real Estate Appraiser in the State of New Hampshire.
- The Appraiser shall be qualified to meet USPAP.
- The Appraiser shall have significant experience in raw land appraisals.
- The Appraiser shall have experience in conservation easement appraisals.

Requested Bid Format

The proposal should include a not to exceed fee for the assignment and a date of delivery from time of engagement.

Please do not hesitate to call me with any questions.

Regards,

Anna Boudreau, Project Manager
[Consultant to the client]
Truslow Resource Consulting LLC
(603) 766-6670/(603) 557-7561

Enclosures *[include maps, copy of terms, Forest Management Plan if available, etc...]*