

# REQUEST FOR VALUATION SERVICE-ACQUISITION

1. REQUEST NUMBER

This form is for use in requesting valuation service of real property and related personal property. Submit original to the appropriate Appraisal Staff, in the Central Office or the Regional Appraiser in the Regional Office. Requesting office should retain a duplicate copy. Use reverse for any additional information.

2. REQUESTING OFFICE

3. NAME OF REQUESTING OFFICER

4. PURPOSE OF APPRAISAL IS TO ESTIMATE (If "OTHER SERVICE," check items as appropriate)

a. FAIR MARKET VALUE (Acquisition)

d. FAIR ANNUAL RENTAL: OUT-LEASE

b. LEASE BUYOUT ANALYSIS

e. FEDERAL BUILDINGS FUND "RENT" APPRAISAL

c. FAIR ANNUAL RENTAL: IN-LEASE

f. FAIR MARKET VALUE (Property to be leased to U.S.)

g. OTHER SERVICE (Specify)

## ATTACHMENTS (Check)

SFO No. \_\_\_\_\_ Date \_\_\_\_\_

Subject Property: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Offeror's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

### LEASE DATA:

Type of Space \_\_\_\_\_

Net Usable Sq. Ft. \_\_\_\_\_

Date Appraisal Needed \_\_\_\_\_

Effective Date \_\_\_\_\_

Lease Term \_\_\_\_\_

Firm Term \_\_\_\_\_

Days to Cancel \_\_\_\_\_

Renewal Terms \_\_\_\_\_

### SERVICES PROVIDED BY LESSOR:

Utilities \_\_\_\_\_

Janitor Service \_\_\_\_\_

Standard Escalation Clause \_\_\_\_\_

Leased AS IS \_\_\_\_\_

Prepared to GSA Specs. \_\_\_\_\_

### PARKING:

No. of Spaces \_\_\_\_\_

Location \_\_\_\_\_

GSA Form 1271 \_\_\_\_\_

Plot Plan \_\_\_\_\_

Delineated Floor Plan \_\_\_\_\_

Market Survey \_\_\_\_\_

List of Other Offerors \_\_\_\_\_

SFO \_\_\_\_\_

List of Items to Amortize \_\_\_\_\_

Cost of Items to Amortize \$ \_\_\_\_\_

List of Special Equipment \_\_\_\_\_

Cost of Special Equipment \$ \_\_\_\_\_

### ALTERATIONS:

Cost of Alterations \$ \_\_\_\_\_

Paid by GSA-Lump Sum \$ \_\_\_\_\_

Paid by Tenant Agency-Lump Sum \$ \_\_\_\_\_

Total of All Items Paid for by  
GSA and Tenant Agency  
Including Amortized Items \$ \_\_\_\_\_

Other \_\_\_\_\_

Real Estate Tax Information \_\_\_\_\_

REALTY SPECIALIST

PHONE NUMBER

SIGNATURE OF REQUESTING OFFICER

DATE OF REQUEST