



# Payment Policy

## Compensation

To ensure prompt payment, please submit a [W-9](#) to [accounts payable@classvaluation.com](mailto:accounts payable@classvaluation.com). After the final report (credible and completed through QC) is received, the report will be considered completed.

## Fees

The Appraiser agrees and accepts the conditions of each order. The Appraiser retains the right to decline the order or request a fee increase where necessary. Any such request must include a reasonable explanation which will be provided to the client for consideration.

## Payments

Class Valuation will automatically send payment to you for all work completed.

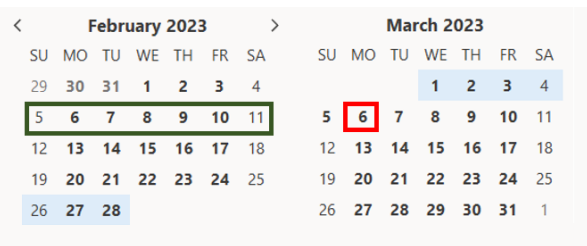
### Check Payments

Checks are mailed on the 15th of every month for reports completed and delivered to the Client the previous month. Payments made are in compliance with each regulatory agency's stated payment terms for appraisal management companies. Class Valuation is currently licensed in all states where it is required and has confirmed that our payment policy is compliant with all state specifications. If you disagree with or have a question about your specific state, please do not hesitate to call us at (248) 955-9580 or email us at [accounts payable@classvaluation.com](mailto:accounts payable@classvaluation.com).

### Direct Deposit Payments

The Appraiser will be paid each Monday for files delivered during the days of the fourth week prior (Net 23-29 days).

Example:



## Important Notes

**FAILURE TO ADHERE** to any of the instructions noted in the Engagement Letter or Client Specific Instructions could result in a rejection of your order and delay payment until all items have been adequately adhered to. **Please read each instruction thoroughly PRIOR TO ACCEPTING THIS ASSIGNMENT.**



You agree that if Class Valuation deems a report to be deficient for any USPAP violation, license suspension, or any other improper results, you are subject to non-payment for the report.

Miscellaneous Travel Fee – A fee of \$50.00 will be paid when the scheduled contact missed the appointment, the contact changes the appointment while at the subject, the lock box is missing, etc.

**Appraisers residing in - and/or providing Appraisal Reports for - states with laws regulating the time period of payments:** Class Valuation's Accounting Department must receive a completed [Direct Deposit Form](#) before an Appraisal is assigned to you.

## Cancellation Policy

Travel Fee – A fee of \$50.00 will be paid when the order is cancelled after the appraiser physically drove to the property but was not able to perform the actual site-visit.

Inspection Fee – 50% of the agreed-upon fee will be paid if the order is canceled after the inspection and the appraiser was unable to turn in the file by 5:00 pm their time. Photos are required to provide support for the completion of the site visit.

Full Fee – If an order is canceled and the appraiser completes and delivers the appraisal report by 5:00 pm (based on the subject property's location) that same day the full fee will be paid.

***Note: We cannot guarantee payment if there is a breach of any clause in the Engagement Letter or the previously agreed upon Master Service Level Agreement.***

