

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 _____	GSA Form 1271 _____	
Subject Property: _____	Plot Plan _____	
Name _____	Delineated Floor Plan _____	
Address _____	Market Survey _____	
_____	List of Other Offerors _____	
Offeror's Name _____	SFO _____	
Address _____	List of Items to Amortize _____	
Phone No. _____	Cost of Items to Amortize \$ _____	
LEASE DATA:	List of Special Equipment _____	
Type of Space _____	Cost of Special Equipment \$ _____	
Net Usable Sq. Ft. _____	ALTERATIONS:	
Date Appraisal Needed _____	Cost of Alterations \$ _____	
Effective Date _____	Paid by GSA-Lump Sum \$ _____	
Lease Term _____	Paid by Tenant Agency-Lump Sum \$ _____	
Firm Term _____	Total of All Items Paid for by GSA and Tenant Agency Including Amortized Items \$ _____	
Days to Cancel _____	Other _____	
Renewal Terms _____	Real Estate Tax Information _____	
SERVICES PROVIDED BY LESSOR:	REALTY SPECIALIST _____	
Utilities _____	PHONE NUMBER _____	
Janitor Service _____	SIGNATURE OF REQUESTING OFFICER _____	
Standard Escalation Clause _____	DATE OF REQUEST _____	
Leased AS IS _____		
Prepared to GSA Specs. _____		
PARKING:		
No. of Spaces _____		
Location _____		

SIGNATURE OF REQUESTING OFFICER

DATE OF REQUEST