



May 22, 2023

Town of Vernon
P.O. Box 233
Vernon, IN 47282

Re: Letter of Engagement for Appraisal Services

Client: Town of Vernon
Appraisal Fee: \$725.00 per parcel
Type of Report: Narrative

I will be providing appraisal reports for your use, the client, for this assignment. As I understand, the scope of the assignment will be to provide market value for easements for the NLT program. According to the exhibits provided, there are 7 parcel owners. The purpose of the appraisals is for determination of current market value of the easements being acquired for the project. According to DNR Regulations for NLT projects, each owner will be awarded the opportunity to accompany me on an observation of the area of the easements. I will submit the completed appraisals within 2 weeks of observation via a PDF through email to Bradley Bender, the Project Manager, for submission to DNR for approval.

The reporting option will be a narrative appraisal report, complete with an addenda that complies with *USPAP*. Consideration of appropriate estimation approaches, relevant analysis and conclusions, and final reconciliation will be included in the appraisal report. The report will include the appraisal methodology, the data gathered, the analysis of the findings, and conclusions of value.

Payment is due within 30 days of your receipt of the completed appraisal report via email.

Respectfully submitted,

Julie M. West
Appraising Indiana
Indiana Certified General Appraiser – CG40400487
7245 Forest Park Drive, Indianapolis, IN 46217

Acceptance: Mary Jo Bender Clerk Treasurer
Representative of the Town of Vernon



May 22, 2023

Town of Vernon
P.O. Box 233
Vernon, IN 47282

Re: Letter of Engagement for Buying & Closing Services

Client:	Town of Vernon
Buying Fee:	\$1,000.00 per parcel
Closing Fee:	\$150.00 per parcel

I will be providing Buying & Closing services for your use, the client, for this assignment. As I understand, the scope of the assignment will be to provide signed transfer documents (provided by you, the client) for easements for the NLT program. According to the exhibits provided, there are 7 parcel owners. Upon DNR's approval of the appraisals, I will attempt to contact the owners by phone. If no contact information is available for the owners, I will mail an offer letter; if no response is received, I will send a 2nd offer letter. If no response is received after the 2nd offer letter, the offer will be sent certified mail with a signature required.

Upon contact from the parcel owners, a meeting will be conducted in person to present the transfer documents for the Trail. Once the transfer documents are signed, I will send the transfer documents to be recorded with the Jennings County Recorder's Office. Note: The recording fees are included in the closing fee. Once the documents have been recorded, the recorded transfer documents will be emailed to Bradley Bender, the Project Manager, for submission to DNR.

Payment is due within 30 days of your receipt of the recorded transfer documents to Bradley Bender.

Respectfully submitted,

Julie M. West, President
AI Right of Way Services, LLC
7245 Forest Park

Acceptance: _____

Representative of the Town of Vernon

Clerk Treasurer