FORMAT FOR APPRAISALS

Each appraiser may use a different format for their appraisal report, however all appraisals must include the following:

1. A cover letter (sometimes referred to as a certification page or letter of transmittal) that provides a brief summary of the appraisal report and conclusions, and lists any attachments or appendices.
   - This letter must be typed on the appraiser’s letterhead, and indicate the appraiser’s name, address and type of business.
   - This letter should include the statement “As requested, [name of appraiser] has completed a self-contained appraisal of the estimated fair market value for donation purposes of [e.g. income tax, Canadian Cultural Property Certification, etc.]
   - Identify the effective date of the fair market value appraisal [e.g. date of donation, or proposed donation on date of report]
   - The definition of Fair Market Value (FMV) as endorsed by the Canada Revenue Agency:
     The highest price, expressed in terms of money, that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent and who are acting independently of each other.
   - Appraisers qualifications, as a brief summary (no more than 100 words) as related to the appraisal report.
   - Reference to which information has been consulted in the preparation of the Appraisal Report (not necessary to include as annexes).
   - A statement on if the appraisal was based on a personal inspection, or based on documentation provided.
   - A brief statement regarding confirmation of authenticity.

2. The appraisal report should meet the following criteria:
   - Include the name and qualifications of the appraiser (curriculum vitae). If the appraiser is not associated with a business, his or her address should also appear.
   - It must be typed, dated and signed with the appraiser’s original signature, not “per” another party.
   - Include a header/footer that identifies the appraisal report and page numbers.
   - Two signed originals are required, unless the donation is to be certified as Cultural Property, in which case three signed originals are required.
   - A detailed description of the object or collection being appraised. See Appraisal Template Page 5 for what should be included.
     i. The appraiser must indicate whether the description is based on a personal examination of the object or collection, condition reports prepared by the University of Alberta, photographs, or some combination of these.
   - A clear explanation of the basis on which the appraisal was conducted, including the date of inspection, details of the analysis completed, and any consultations or references used. Documentation supporting the appraised value should be provided (e.g. invoices, ledger entries, sales records, etc.) and a statement regarding the Market Context
   - Any dimensions (e.g. height, weight, etc.) should be in the same standard unit throughout the application for certification and monetary appraisal(s), as provided by University of Alberta Registered Collection.
• Provide the valuation and rationale behind the valuation. This includes the inclusion of market information and reasoned justification.

3. A Conclusion or Appraiser’s Attestation indicating:
   • The statements are true and correct
   • The appraiser does not have any past, present or future interest in the appraised object(s)
   • That compensation was not contingent upon any factors within the appraisal
   • Any terms and conditions preferred by appraiser (ISA or USPAP Standards)
   [Appraiser may wish to include the Attestation in the Letter of Transmittal. While acceptable for most appraisals, it must be included as a separate section for appraisals intended for use in a CCPERB application.]

4. Additional Format Requirements:
   • The appraiser must initial any page upon which a value appears. Best practice suggests the appraiser’s initials should appear on each page, bottom right hand corner, of the entire appraisal package.
   • Each page should include a header/footer that identifies the appraisal report and the page number.
   • Appraisers should utilize, verbatim, the description of the object(s) provided to them by the University of Alberta Registered Collection anywhere the object is described in the appraisal. This is required for CCPERB.
   • The Curator must provide to the appraiser a Statement of Authenticity for all CCPERB applications.