

HARLEM CONSOLIDATED SCHOOLS-DISTRICT 122

APPRAISAL AGREEMENT

May 19, 2021



IAC



Two Gateway Center
603 Stanwix Street, Suite 1450
Pittsburgh, Pennsylvania 15222
800-245-2718 / 412-471-1758 FAX
www.indappr.com

Jim Karagianis, Regional Sales Manager
Midwest Regional Office
2210 Midwest Road, Suite 214 – Oak Brook, Illinois 60523
Phone 630-575-0280, Fax 630-575-0290, Email jkaragianis@indappr.com



TWO GATEWAY CENTER, 603 Stanwix St., Suite 1450, Pittsburgh, Pennsylvania 15222
Phone 800-245-2718 Fax 412-471-1758 www.indappr.com

May 19, 2021

Email to: josh.aurand@harlem122.org

Mr. Joshua Aurand
Assistant Superintendent -Business Operations
Harlem Consolidated Schools-District 122
8605 North Second Street
Machesney Park, Illinois 61115

Dear Mr. Aurand:

We welcome the opportunity to submit our proposal to provide an appraisal for Harlem Consolidated Schools-District 122 for fixed asset accounting control and insurance valuation purposes.

Under the terms of our agreement, we will conduct an on-site inspection and appraisal of the **buildings, site improvements (insurable and uninsurable), fixed equipment and movable equipment** associated with the property locations listed in Addendum No. 1 of the agreement.

The report will be presented in our *Property Inventory and Accounting Cost Record* format which will provide a record of assets in computerized form. This presentation is designed for the continued maintenance of effective property control as well as providing a depreciation study for all fixed assets in compliance with GASB 34 requirements. The depreciation study is based upon actual or estimated acquisition cost and year acquired.

Applicable to insurance values, our certified report will establish the current cost of reproduction new and sound insurable value of the properties appraised.

When our proposal is accepted, please sign and date the Acceptance Page (Page 6 of the Agreement), Initial the Verification of Property Listing as shown in Addendum No. 1 (Page 10 of the Agreement) and return the signed, dated and initialed Agreement to me. Upon receipt, we will proceed promptly in making arrangements to schedule the on-site inspection.

If you wish to have us furnish your insurance agent or broker with a copy of the appraisal summary, please complete and return the attached Form 311, agent authorization (Page 17). Due to the confidential nature of these figures, they will be released only with your written consent.

Should you have any questions, do not hesitate to contact me at 630-575-0280, fax 630-575-0290 or email jkaragianis@indappr.com.

Thank you for considering the professional appraisal services of Industrial Appraisal Company. We look forward to be of service to you in your valuation requirements.

Very truly yours,

INDUSTRIAL APPRAISAL COMPANY

Jim Karagianis

Jim Karagianis
Regional Sales Manager

JK/mg



Industrial Appraisal COMPANY

TWO GATEWAY CENTER, 603 Stanwix St., Suite 1450, Pittsburgh, Pennsylvania 15222
Phone 800-245-2718 Fax 412-471-1758 www.indappr.com

APPRAISAL AGREEMENT

The Industrial Appraisal Company hereby proposes to provide inventory and valuation services for:

Harlem Consolidated Schools-District 122
8605 North Second Street
Machesney Park, Illinois 61115

I. PROVISIONS AND SCOPE OF APPRAISAL

The appraisal services and reports are to consist of on-site consultation, data collection, inventory, valuation, and cost analysis of the fixed assets of **Harlem Consolidated Schools-District 122** for the purpose of preparing a tabulated schedule of fixed assets including a depreciation study related to actual or estimated year of acquisition and acquisition cost. This schedule is designed to conform to the requirements of **GASB 34** as it pertains to depreciation. Supplementally, an opinion of the current insurance values of the buildings and equipment will be provided.

The fixed assets to be identified and recorded will include buildings, fixed and movable equipment. The applicable property locations to be considered for appraisal is listed in **Addendum No. 1** to this agreement.

II. INVENTORY AND APPRAISAL PROVISIONS

The data for the proposed asset management system and the insurance valuation report will be developed by physical inspection, inventory and cost analysis of all applicable assets.

A. Buildings

The buildings will be valued as a unit-in-place for cost accounting and insurance valuation purposes reflecting specific data elements relating to dates of construction or acquisition, original cost allocation, square footage, useful life, and reproduction cost new. Building component classifications will be comprised of General Construction, Plumbing, Heating/Air Conditioning/Ventilating, Electrical, Sprinkler System, Roofing and Fixed Equipment allocations.

B. Site Improvements – (Insurable and Uninsurable)

The site improvements will consist of: Lighting, Fencing, Signs, Flagpoles, Parking Lots, Sidewalks, Curbs, Retaining Walls, Property in the Open, Etc.

C. Movable Equipment

Movable equipment will be inventoried on a building, floor, departmental and room-by-room basis and will be segregated by asset class and between **major** movable equipment and **other** movable equipment.

1. **Major** movable equipment will generally include individual items with a **replacement cost exceeding \$500.00 applicable to insurance** and **\$2,500.00 capitalization thresholds** with a useful life of one year or more. Certain items/systems below the unit cost standard that may warrant special property and cost control will be considered Critical Control Assets. Such items (CPU's, Printers, Monitors) may be designated "Critical Control Assets" in advance of commencement of the inventory.

2. The remaining movable equipment, designated as **other** movable equipment, will be inventoried on a room-by-room or by building basis, grouped and valued by asset class. Data elements relating to dates of acquisition, acquisition cost, useful life, and replacement cost will be developed "at average" by asset type for each location segregation.

Licensed Vehicles

Licensed Vehicles may be included in the fixed asset record based on information to be supplied by Harlem Consolidated Schools-District 122. Vehicles should be reported with *Vehicle Description, Manufacturer, Model, Vehicle Identification Number (VIN), Cost and Year Acquired*.

Please note that the onsite inventory will not include Musical Instruments and Uniforms of any kind. These assets can be included in the final report, however, if Industrial Appraisal Company is provided with a listing from Harlem Consolidated Schools-District 122 which includes approximate purchase date.

III. RECORD EXISTING TAGS

The Industrial Appraisal Company will record existing tag numbers (when clearly visible and accessible) **on equipment with a value of \$500.00 or higher**. The numbers will be included as part of the asset description in the final report.

IV. REPORT PRESENTATION

The capital asset report presentation will include all fixed asset classifications currently scheduled or pre-designated by **Harlem Consolidated Schools-District 122** and will essentially be prepared in conformance with Industrial Appraisal's Property Inventory and Accounting Cost Record form.

- A. The report(s) to be provided will include:
- Letter of Transmittal
 - Building Schedule Index
 - Departmental Schedule Index
 - Insurance Valuation Summary
 - Recapitulation Summary by Asset Code
 - Master Detailed Report

- B. The Master Detailed Report will include the following data:
Building Identification - Floor/Room/Area Code - Asset Class Code - Quantity - Description - Date Acquired - Life - Reproduction Cost New - Acquisition Cost - Accumulated Depreciation - Annual Depreciation - Salvage Value

1. **Acquisition Date and Cost (Buildings/Structures):**

The dates of acquisition and acquisition costs of the Buildings/Structures will be developed by the appraisal staff through use of data to be supplied by Harlem Consolidated Schools-District 122 and should include architectural cost breakdowns, renovation projects and any records of site purchases. In the absence of actual costs, Industrial Appraisal Company will utilize reverse trending indices applied against current replacement cost calculations.

2. **Life:**

The life schedule for fixed assets conforms to recommendations by GASB Statement 34 implementation as indicated in **Addendum No. 2**. Any exceptions required by Harlem Consolidated Schools-District 122 must be made prior to commencement of the work.

3. **Depreciation:**

All **major** fixed asset items recorded will be capitalized and depreciated on a straight-line basis utilizing the half-year convention computed as of a **June 30 fiscal cutoff** or as otherwise specified.

4. **Salvage Value:**

The estimated amount, expressed in terms of money that may be expected for the whole property or a component of the whole property that is retired from service for possible use elsewhere, as of a specific date. Salvage value will be computed by classification and calculated using the schedule indicated in **Addendum No. 2**.

We care about the environment. All Industrial Appraisal Company reports are provided in electronic format. An additional charge will apply for hard copy reports. Please contact Industrial Appraisal Company if a hard copy is required.

V. PROFESSIONAL FEE

The total (discounted) fee for the proposed inventory and appraisal services is:

TOTAL FEE.....	\$22,000.00
Less Standard CLIC 25% Discount	
DISCOUNTED FEE.....	\$16,500.00
FEE IS INCLUSIVE OF ALL EXPENSES	

This fee covers work under this contract only, and such items as legal conferences, depositions, court testimony or expansion of the appraisal for purposes not specified in this agreement will be billed at a per diem rate to be determined.

VI. BILLING PROCEDURE

The fee quoted for services to be provided currently will be progressively billed as follows:

- 60% of Appraisal Service Fee due upon completion of the on-site fieldwork
- Balance due upon delivery of the completed appraisal report

Unless special arrangements have been made all progressive payments must be in hand before the appraisal results are released for delivery.

This agreement may be terminated by either party at any time given 10 days written notice, however, accumulated fees and costs incurred to the point of termination will be billed through the active period.

VII. ANNUAL SERVICES

The Industrial Appraisal Company will provide annual maintenance service for both the updating of the Property Inventory and Accounting Cost Record and the Report of Insurable Values.

A. Property Inventory and Accounting Cost Record Updating

Industrial Appraisal Company offers to furnish annually a new fixed asset schedule that will reflect the additions, deletions and transfers that have been reported to Industrial Appraisal Company for the previous year. New depreciation data will be calculated. In addition to the revised master report the following supplemental reports will be prepared.

- Current Year Capital Additions by Building
- Current Year Deletions by Building

B. Insurable Values Updating

A report of updated insurable values will include a new appraisal summary reflecting the current Cost of Reproduction New and Sound Insurable Value of the buildings and equipment.

ANNUAL SERVICES FEES

Annual Updating of Property Inventory and Accounting Cost Record.....**\$930.00**
(Due First Anniversary)

Annual Updating of Insurable Values.....**NA***
* This Charge will be consolidated/incorporated with the CLIC Account Billing Procedures

VIII. PROOF OF LOSS SERVICE

In the event of a loss covered by insurance, provided immediate written notice is given to our Corporate Office and our Annual Revaluation Service is in effect, the Industrial Appraisal Company will provide updated values, for preparation of proof of loss, of the appraised property as of the date of the loss.



OPTIONAL SERVICES

Presented as *Optional Services* and additional fees, Industrial Appraisal Company is offering to expand the scope of the assignment to provide the following:

OPTION 1

Provide Research Necessary to Include Land Data

Land is not a depreciable asset but should be included in the fixed asset record based on information to be supplied by Harlem Consolidated Schools-District 122. Its inclusion in the study requires **historical cost, date acquired, parcel number and lot size**. In the absence of historical cost information, the current Market Value should be provided for the parcels. Industrial Appraisal Company will estimate a cost utilizing reverse trending based on custom indices.

Where information for land is not available or provided, the Industrial Appraisal Company can provide the research necessary to include land data to satisfy GASB 34 requirements.

A separate fee consideration of \$125.00 per parcel will be required to accomplish this additional work.

OPTION 2

Provide Tags and Tag Movable Equipment and Critical Control Assets

Asset Identification Number

Industrial Appraisal Company will provide the tags. The tag form and layout is to be approved by Harlem Consolidated Schools-District 122. Tags will be of vinyl pressure sensitive type with bar code identifier.

The movable equipment items warranting specific property control with a **current replacement cost exceeding \$500.00 and \$500.00 for Critical Control Assets** will be physically tagged and reflected in the completed report. The appraisers will affix tags neatly in a uniform manner in accordance with existing appraisal standards consistent with those outlined in **Addendum No. 3**.

The Industrial Appraisal Company will not tag surplus, obsolete, non-functional, stored or otherwise inaccessible furniture, fixtures or equipment. These items may be valued as a group using an estimate based on the observations of the appraisers or as otherwise directed by Harlem Consolidated Schools-District 122.

The fee to Provide Tags and Tag Movable Equipment with current replacement cost exceeding \$500.00 and \$500.00 for Critical Control Assets will be an additional \$1,925.00.

TERMS AND CONDITIONS

General

In the event Industrial Appraisal Company's services are requested to include items not covered by this agreement, these services shall be negotiated between Harlem Consolidated Schools-District 122 and Industrial Appraisal Company.

Fees stated in this proposal are predicated on property as indicated to us without benefit of independent verification. Should the results of our investigation indicate that the scope of the project or total number of structures to be appraised is greater than indicated, we reserve the right to adjust our fee based on the additional work effort. Correspondingly, if we are requested to include other properties not listed in the information provided, we will identify the cost to provide those additional services on a separate invoice.

Performance of this contract and fees developed hereunder are predicated upon authorized access to the property and required information and available data to be provided promptly as requested. When formulating our conclusions, we may rely on information provided by Harlem Consolidated Schools-District 122 or others. Should new information become available after a draft or final report has been submitted, we reserve the right to amend or modify our report and the conclusions therein. The fee quoted is contingent upon the on-site inspection being conducted during normal business hours, Monday through Friday. Should it be necessary to conduct the on-site inspection other than during normal business hours, an additional fee may apply.

Any exceptions to our standard life schedules, codes, salvage values, etc. will result in additional charges.

Terms and conditions on purchase orders issued to Industrial Appraisal Company for authorization are for Harlem Consolidated Schools-District 122's internal use only and shall not modify the terms and conditions of this agreement, addenda, or related documents.

The Industrial Appraisal Company is not an accounting firm and we rely upon mutual cooperation with Harlem Consolidated Schools-District 122 in developing an accurate accounting database that will meet GASB 34 requirements for compliance.

Limitation on Damages

Harlem Consolidated Schools-District 122 agrees that the Industrial Appraisal Company officers, directors, employees, shareholders, agents and subsidiary or related entities shall not be liable to Harlem Consolidated Schools-District 122 for any claims, liabilities, causes of action, losses, damages (whether compensatory, consequential, special, direct, indirect, incidental, punitive, exemplary, or of any other type), costs and expenses (including, but not limited to reasonable attorneys' fees and expert witness fees and the reasonable time and expenses of Industrial Appraisal Company's personnel involved) in any way arising out of this engagement in any amount greater than the total amount of fees paid by Harlem Consolidated Schools-District 122 to the Industrial Appraisal Company, except to the extent finally and judicially determined to have been the result of bad faith, gross negligence, or intentional or willful misconduct of the Industrial Appraisal Company. This provision shall survive the termination of this agreement for any reason, and shall apply to the fullest extent of the law, whether in contract, statute, tort, strict liability or otherwise.

Force Majeure

Neither Party shall be liable for or deemed to be in default for any delay or failure to perform any act under this Agreement (other than the payment of money) resulting, directly or indirectly, from Acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquake, flood, failure of transportation, strikes or other work stoppages by either Party's employees, or any other cause beyond the reasonable control of such Party.

Confidentiality

To the extent Industrial Appraisal Company, its employees or agents is provided, has access to or comes into possession of, any protected proprietary and/or confidential information of Harlem Consolidated Schools-District 122 (collectively, "Confidential Information"), the Industrial Appraisal Company, its employees and agents shall not, directly or indirectly, acting alone, or with others: (i) disclose to any other person or entity any Confidential Information (unless required by law); or (ii) use any Confidential Information other than for performance of this contract.

Industrial Appraisal Company agrees that upon completion and delivery of the appraisal reports, whether physically or electronically, the appraisals shall be the property of Harlem Consolidated Schools-District 122. Industrial Appraisal Company agrees to maintain the confidentiality of this proposal and the information contained in the appraisals unless compelled to disclose such information by judicial process from a court of competent jurisdiction. Industrial Appraisal Company agrees that prior to any disclosure pursuant to judicial process, Industrial Appraisal Company shall notify, and provide a copy of such process to, Harlem Consolidated Schools-District 122.

Property Exclusions

The appraisal will not include landscaping, licensed vehicles, musical instruments and uniforms, consumable supplies, valuable papers, intangible assets, property of third parties, or properties other than those indicated in this agreement.

ACCEPTANCE AND AUTHORIZATION TO PROCEED

Neither party to this contract is bound by any promise, term nor condition, either oral or written, not incorporated in this instrument. Acceptance of this Appraisal Agreement also indicates acceptance of the Addenda. This offer for appraisal services **expires after sixty (60) days** at which time it may be renegotiated.

SUBMITTED this 19th day of **May 2021**

**INDUSTRIAL APPRAISAL COMPANY
TWO GATEWAY CENTER
603 STANWIX STREET, SUITE 1450
PITTSBURGH, PENNSYLVANIA 15222**

Jim Karagianis

Jim Karagianis
Regional Sales Manager

ACCEPTED:

**HARLEM CONSOLIDATED SCHOOLS-DISTRICT 122
8605 NORTH SECOND STREET
MACHESNEY PARK, ILLINOIS 61115**

Signature

Date

Print Name

OPTIONAL SERVICES: (Please Initial Accept or Decline)

OPTION 1

Where information for land is not available or provided, the Industrial Appraisal Company can provide the research necessary to include land data to satisfy GASB 34 requirements.....

\$125.00 Per Parcel _____ **or** _____
Accept Decline

OPTION 2

Provide Tags and Tag Movable Equipment with replacement cost exceeding \$500.00 and \$500.00 for Critical Control Assets for an additional fee of.....

\$1,925.00 _____ **or** _____
Accept Decline



ADDENDUM NO. 1
Properties to be Appraised

ADDENDUM NO. 1

Properties to be Appraised

APPRAISAL AGREEMENT

Harlem Consolidated Schools-District 122
8605 North Second Street
Machesney Park, Illinois 61115

PROPERTY LOCATION	APPROXIMATE SQUARE FOOTAGE
Harlem Administration Center	17,200
8605 North Second Street, Machesney Park	
Harlem High School	380,000
#1 Huskie Circle, Machesney Park	
Garage and Drivers Ed Garage	3,700
<u>CF Petersen Stadium</u>	N/A
Press Box	192
Grandstand Storage	1,539
Concession Stand	432
Ticket Booth	176
Dugout	520
Pavilion	480
Baseball Museum	1,312
Football Shed	90
Harlem Middle School	152,000
735 Windsor Road, Loves Park	
Portable Building and Storage Building	2,000
Athletic Field	N/A
Concession Stand	960
Hoffman Technical Center	63,000
1105 Evans Avenue	
Storage Building	120
Radio Tower	N/A
Loves Park Elementary School	50,000
344 Grand Avenue, Loves Park	
Storage Building	120
Machesney Elementary School	60,000
8615 North Second Street, Machesney Park	
Storage Building	120

ADDENDUM NO. 1

PROPERTIES TO BE APPRAISED CONTINUED...

PROPERTY LOCATION	APPROXIMATE SQUARE FOOTAGE
Maple Elementary School	37,000
1405 Maple Avenue, Loves Park	
Storage Building	120
Marquette Elementary School	37,000
8500 Victory Lane, Machesney Park	
Storage Building	120
Pavilion	1,200
Olson Park Elementary School	39,000
1414 Minahan Drive, Machesney Park	
Storage Building	120
Donald C. Parker Early Education Center	49,000
808 Harlem Road, Machesney Park	
Storage Building	120
Storage Shed	80
Ralston Elementary School	45,000
710 Ralston Road, Machesney Park	
Storage Building	120
Rock Cut Elementary School	35,700
7944 Forest Hills Road, Loves Park	
Portable Building	1,200
Storage Building	120
Windsor Elementary School	36,200
935 Windsor Road, Loves Park	
Storage Building	120

ADDENDUM NO. 1

PROPERTIES TO BE APPRAISED CONTINUED...

PROPERTY LOCATION	APPROXIMATE SQUARE FOOTAGE
Operations Complex	
700 Roosevelt Road	
Operations Building	21,000
Bus Garage	21,300
Auto/Welding Shop	9,760
Maintenance Facility/ Old Drivers Building	900
Maintenance Facility/ New Drivers Building	1,875
Radio Tower	N/A
APPROXIMATE TOTAL SQUARE FOOTAGE:	1,071,016
Site Improvements (Insurable and Uninsurable) at Property Locations Listed on this Addendum To Include: <i>Lighting, Fencing, Signs, Flagpoles, Parking Lots, Sidewalks, Curbs, Retaining Walls, Property in the Open, Etc.</i>	

THE FEE QUOTED IN THIS AGREEMENT IS FOR THE APPRAISAL OF THE LOCATIONS AS INDICATED ON THIS ADDENDUM ONLY. THE APPRAISAL OF LOCATIONS NOT LISTED ON THIS ADDENDUM OR SIGNIFICANT INCREASE IN SQUARE FOOTAGE WILL RESULT IN ADDITIONAL CHARGES.

Please Initial Verification of Property Listing _____

ADDENDUM NO. 2

**Universal Coding
(GASB 34 Compliant)**



Information Technology
Two Gateway Center
603 Stanwix Street, Suite 1450
Pittsburgh, PA 15222
412-471-2566/800-245-2718
www.indappr.com

UNIVERSAL CODING for Property Record, Fixed Asset Appraisals

DESCRIPTION	ASSET/ PROPERTY CLASS	LIFE	SALVAGE VALUE %
LAND, IMPROVEMENTS, BUILDINGS/STRUCTURES, INFRASTRUCTURE			
Land	01	N/A	N/A
Site Improvements	02	20+/-	00
Buildings	03	40+/-	00
Leasehold Improvements	04	20	00
Infrastructure	05	50+/-	00
BUILDING ITEMS/PERMANENT FIXTURES			
Stained Glass	06	--	--
Stained Glass - Fine Arts	07	--	--
Chandeliers/Sconces	08	--	10
Pipe Organs	09	--	10
Statues	10	--	--
Bells/Bell Carillons (Bldg.)	11	--	--
Murals/Icons	12	--	--
Architectural Fine Arts	14	--	--
Permanent Fixtures	21	20	00
Bowling Alley/Pinsetters	22	20	10
Carillon (PF)	23	20	10
Permanent Fixtures -- SV	25	N/A	N/A
EQUIPMENT			
Machinery/Shop Equip.	30	15	10
Construction Equipment	32	15	10

DESCRIPTION	ASSET/ PROPERTY CLASS	LIFE	SALVAGE VALUE %
Refrigeration Equip (Ice Rink, etc.)	34	15	05
Equipment	38	15	05
Office Mach & Devices	44	08	00
Audio Visual Equip	45	06	05
EDP Equip	46	05	00
Telephone System	47	10	00
Laboratory/Science Equipment	48	10	10
Medical/Hospital Equipment	49	10	10
Food Service & Appliances	51	15	05
Communications (Radio/TV) Equip	52	10	05
Sacred Vessels/Vestments/Altar Linens	54	10	10
Books, Periodicals & Materials	55	7	10
Fine Arts	56	N/A	N/A
Music Equip & Instruments	57	20	10
Manufacturing Piping	58	20	00
Process Piping	60	20	00
Power Feed Mains	62	20	00
Vehicles -- Police -- Acq. Only	63	2	05
Mobile Equipment	64	12	05
Vehicles -- Licensed -- Acq. Only	66	8	10
Leased Equipment	67	N/A	N/A
"On Board" Vehicle Equipment	70	10	05
Maintenance & Grounds Equip.	72	15	05
Books & Periodicals "OV"	80	7 w/cost	N/A
Dockets & Maps "OV"	81	7 w/cost	N/A
Law Books "OV"	82	7 w/cost	N/A
Molds - Dies - Fixtures "OV"	83	N/A	N/A
EDP Software or Equip."OV"	84	5 w/cost	00
AV Software or Equip."OV"	85	6 w/cost	05
Miscellaneous Equip. "OV"	86	10 w/cost	00
Musical Instruments "OV"	87	20 w/cost	10
Uniforms "OV"	88	10 w/Cost	10
Stated Value Equipment	90	N/A	N/A
Athletic & Sports Equipment	91	10	10
Educational & Janitorial Supplies	98	N/A	N/A
"Optional" Description	99	Optional	Optional

OPTIONAL SERVICE

ADDENDUM NO. 3

General Tagging Procedures



General Tagging Procedures

The Industrial Appraisal Company recommends the following tagging procedures. Variations on tag placement are welcomed, but any desired variations and/or unique tag placement must be discussed with the Appraiser prior to the start of the field inventory work.

1. EASE OF IDENTIFICATION

Tags will be placed in consistent locations on similar assets. Consistency increases the ease of identification by internal staff and outside auditors.

2. DETRACTABILITY

The tag placement will take into consideration the appearance of a tagged asset in specified high visibility areas e.g., Executive Offices. The appearance of an asset should not be compromised by placing the tag on an area that will diminish its appearance.

3. NO OBSTRUCTION OF WORK ACTIVITY

Tags will not be placed on movable parts, protective glass covering readouts and measurements or on safety decals.

4. PHYSICAL CONVENIENCE

On assets that are bulky or heavy and would require movement to access the proper location, tags will be placed on the most convenient location. Tags will be placed on a flat surface to insure readability by a hand-held scanner.

5. EQUIPMENT AND RECOMMENDED TAG PLACEMENT

The following lists various assets and the recommended tag placement.

GENERAL FURNITURE

Description

Tag Location Code

Desks	KW
Chairs / Swivel (Executive-Secretary)	PB
Chairs / Stationary (Slide, Open Arm, LNG)	IL
Credenza	ULF
Bookcase	ULF
Cabinets (File, Storage, Supply)	ULF
Shelving	ULF
Table (Conference, Work, Library)	IL
Table (End, Coffee)	IL
Sofa, Settee	IL
Air Conditioners (Window Type)	ULF

OFFICE MACHINES

Description

Tag Location Code

Computer Monitors	ULF
Computer Processors	ULF
Typewriters	LC
Calculators and Adding Machines	S
Copiers and Duplicators	S
Accounting Machines	NP
Time Stamps	ULF
Mailing Machines	NP
Dictators and Transcribers	S
Microfilm Readers	S
Imprinters	NP

B	BOTTOM
C	COVER
F	FRONT
I	INSIDE
KW	KNEE WELL
L	LEFT
NP	NUMBER PLATE
P	PEDESTAL
R	RIGHT
S	SIDE
U	UPPER



Industrial Appraisal C O M P A N Y

FORM 311

Corporate Office

Two Gateway Center
603 Stanwix Street, Suite 1450
Pittsburgh, PA 15222
800-245-2718
412-471-2566
Fax: 412-471-1758
www.indappr.com

Please forward a copy of the Appraisal Summary to our Advisor Listed Below:

Advisor's Email:			
	Please indicate if you wish to have a copy forwarded to your advisor electronically each year: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name:			
Company:			
Address:			
Name of Appraised Property:			
Signature:			
Print Name:		Date:	
Telephone:			
Form 311			