Dear **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

To facilitate your request for an appraisal on your property offered as collateral located in **\_** , may we kindly request you to provide some information on your property which we will need in our valuation process. By providing us the information ahead of time, we will be able to spend less amount of time at the site to perform the inspection. Kindly put a check mark in the applicable boxes and likewise fill in the necessary details to the corresponding questions.

* Year property was acquired \_\_\_\_\_\_\_
* Brand New [ ] Yes [ ] No
* Year Building was erected \_\_\_\_\_\_\_
* Renovated/Improved [ ] Yes [ ] No
* List of items renovated/improved [ ] Roofing

 [ ] Ceiling

 [ ] Flooring

 [ ] Painting

 [ ] Others

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Number of Bedrooms \_\_\_\_\_\_\_
* Number of T&B \_\_\_\_\_\_\_
* Garage (number of cars) \_\_\_\_\_\_\_
* Number of floors/Storeys of building \_\_\_\_\_\_\_ (for Condominiums only)
* Pictures of the exterior and interior of the property (can be sent via jpeg files)

We wish to advise you also that social distancing rules will be followed during the inspection of your property or during our credit investigation for our mutual protection. Our personnel are required to strictly adhere to safety health protocols by wearing protective gears such as the following:

* Face Mask
* Face shield
* Gloves

You have the right to refuse the entry of our personnel if you find that health safeguards are not followed.

In addition, it will be appreciated if the following can be provided to us and be assured of a successful travel to your property location.

* **Copy of Notices or Memos from Homeowners Association Admin or Condo Admin that visitors are now allowed entry in your village/condominium.**
* Advance notice to subdivision gate guards or condominium lobby guards/receptionists that appraiser from BPI Family Bank is expected to facilitate entry.

Thank you and keep safe!