How to Prepare for an Appraisal or Verbal Approximation of Value

In order to assist you in preparation for an appraisal, the following suggestions may prove helpful and in the process may save you time and money. It will also help your appraiser provide you with a more accurate assessment of your personal property:

- Decide which items you want/need to have appraised.
- Get out all the items to be appraised and have them ready for inspection.
- Unpack and unwrap any items in boxes, trunks, etc.
- Group similar items together and put sets of dishes, glasses, silverware, etc. together.
- Have large pieces of furniture pulled away from the wall for easy inspection. Also remove all doilies, whatnots, lamps, etc. from tables. Have drawers and shelves empty. (Items have to be measured, turned, viewed from all angles and inspected thoroughly.) Some large items may require physical assistance in handling. If you are unable to assist or have someone available to assist, please notify me immediately.
- Any paintings or other displayed objects must be taken down from wall or other display areas and easily accessible for inspection. In order to authenticate some paintings or prints, they may have to be removed from backing/frames.
- If you have receipts, sales slips, or old appraisals, put them with the appropriate items.
- The owner or someone with knowledge of the items must be present during the initial review and at the finish of the review to ensure sufficient information about the items and/or report preparation is communicated between client and appraiser.

- **The deposit, equal to the two-hour minimum ($190), is due at the time of services. Upon receipt of the invoice accompanying the appraisal report, the remainder of the payment is due within 14 days or a 10% late charge will be incurred. Payment is accepted by check only. No cash or credit cards.**

This list is provided in advance so you will have time to, or can gain assistance to, make these preparations. If you have any questions, please call at your earliest opportunity (512)869-5852. Thank you for your business.

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