

**Addendum to
Agreement for Appraisal Services # [REDACTED]**

This Addendum to Agreement for Appraisal Services # [REDACTED] (“**Addendum**”) is made and entered into as of ____, 202__, by and between (“**Appraiser**”), and the City and County of San Francisco, a municipal corporation, acting by and through its Real Estate Division (“**RED**”), in connection with that certain Agreement for Appraisal Services, entered into by and between Appraiser and City, dated as of ____, 2026 (the “**Agreement**”), to which this Addendum is attached, and with reference to the following facts and understandings:

RECITALS

A. Appraiser was awarded the Agreement after meeting the Minimum Requirements of RFQ# [REDACTED] and ranking within the top nine (9) of the proposers within the City’s Prequalified Pool. However, because the exact nature and timing of the City’s need for services could not be predetermined at the time of the issuance of the RFQ, City issued a bidding package for “if-and-as-needed appraisal services” to the Prequalified Pool on ____, 202__ (the “**Bidding Package**”).

B. Appraiser was selected by RED in response to the Bidding Package, and City seeks to procure the if-and-as-needed real estate appraisal services from Appraiser described in the scope of work set forth in this Addendum; and

C. City and Appraiser now desire to enter into this Addendum to memorialize the scope of work of the if-and-as-needed appraisal services to be performed by Appraiser (the “**Services**”), the time for delivery of the Deliverables Appraiser is to provide City under this Addendum, and to set forth the compensation for the Services. Capitalized terms used but not defined in this Addendum shall have the meanings ascribed to them in the Agreement.

NOW, THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by this reference, the mutual covenants and promises of the parties contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and Appraiser hereby agree as follows:

1. Scope of Work [Independent Appraisal]

The scope of work to be performed by Appraiser under this Addendum is as follows:

Establishing the fair market value of the property commonly known as _____ (, as more particularly shown in Schedule 1 attached hereto (the “**Property**”), which City may be buying for. For the purposes of this Addendum, “fair market value” is defined as the most probable purchase price in a competitive and open market reflecting all the as-is conditions and restrictions of the Property.

Establishing the fair market value of the property (the “**Property**”) commonly known as _____ (, as more particularly shown in Schedule 1 attached hereto (the “**Property**”), which City would be selling in its as is condition. For the purposes of this Addendum, “fair market value” is defined as the most probable purchase price in a competitive and open market reflecting all the as-is conditions and restrictions of the Property.

Determine the fair market rental value for a potential lease by the City of a portion of the property commonly known as _____ (, as more particularly shown in Schedule 1 attached hereto (the “**Property**”), as if vacant. The leased premises shall consist of

_____ to be used for _____. For the purposes of this Addendum, “fair market rental value” is defined as the most probable rental price in a competitive and open market reflecting all the as-is conditions and restrictions of the Property.

Determine the fair market rental value for a potential lease of [a portion of the City owned property commonly known as _____ (, as more particularly shown in Schedule 1 attached hereto (the “**Property**”), as if vacant. The leased premises shall consist of _____ to be used for _____. For the purposes of this Addendum, “fair market rental value” is defined as the most probable rental price in a competitive and open market reflecting all the as-is conditions and restrictions of the Property.

(a) **Inspection of Property.** Appraiser shall make a personal inspection of the Property, for the purpose of providing the appraisal. Appraiser shall contact the Director of Property or their designee before entering the Property to perform any work.

(b) **Valuation.** Appraiser shall use methodologies generally recognized by appraisers as necessary to produce credible appraisals and shall take into account any covenants, conditions and restrictions or easements benefiting or burdening the Property and any unusual characteristics of the Property. The appraised fair market value shall be based on the value of fee title to the Property based on its highest and best use. Or The appraised fair market rental value of the Property interest shall be based on the lease terms and conditions described above.

(c) **Oral Report.** Before issuing a written report, Appraiser shall contact the Director of Property, or their designee, to discuss the comparable properties, methodology, and possible opinions regarding the fair market value of the Property or fair market rental value of the Property interest.

(d) **Reports.** Appraiser shall prepare a written report on or before the [insert number of day] day, following Appraiser’s receipt of the City purchase order for this Addendum (which may be delivered by email) as follows: Appraiser shall provide the Director of Property or their designee with one (1) electronic version, and if requested, up to four (4) paper copies of a certified narrative appraisal report (the “**Appraisal Report**”). The Appraisal Report shall include a final opinion of the fair market value of the Property or fair market rental value of the Property interest based on the parameters set forth herein. The final opinion of value must be a specific figure and shall assign specific values to the land, if appropriate. The Appraisal Report shall contain all pertinent information supporting the conclusions, including comparable sales data, photographs, area and property data, maps, plans, and other similar or pertinent documentation, as well as a clear and detailed description of the assumptions and any limiting conditions, qualifications or omissions, and of the method of analysis used in reaching the conclusions. The Appraisal Report shall be delivered in substantially the format outlined in **Exhibit A** attached hereto and contain duly executed certifications substantially in the form of **Exhibit B** attached hereto.

(e) **Cooperation with Review Appraiser.** Appraiser acknowledges and understands that, consistent with San Francisco Administrative Code Chapter 23, the Appraisal may be reviewed by another MAI appraiser (the “**Review Appraiser**”) under Uniform Standards of Professional Appraisal Practice Guidelines. Appraiser shall cooperate and work with the Review Appraiser in a timely manner to answer any questions and provide information as reasonably requested by the Review Appraiser relative to the Appraisal, and shall upon request timely make the corrections, additions, and deletions to the Appraisal, if any, that Appraiser and the Review Appraiser agree are appropriate and conform with Uniform Standards of Professional Appraisal Practice Guidelines.

(f) **Standards.** Appraiser shall complete the appraisal in accordance with the Uniform Standards of Professional Appraisal Practice and the Code of Professional Ethics of the American Society of Appraisers.

2. **Purpose of Appraisal.** The purpose of the analysis and Appraisal Report to be performed pursuant to this Addendum is to provide the City's Real Estate Division with the fair market value of the Property or fair market rental value of the Property interest as described in Section 2.

3. **Fee.** Appraiser shall receive [_____ Dollars (\$_____.00)] as full compensation for the work performed under this Addendum, payable after acceptance by the Director of Property of the Appraisal Report in accordance with the terms of this Addendum. This shall be the maximum and full compensation for the services rendered under this Addendum. The above amount includes all of Appraiser's allowable costs and profits for the work to be performed under this Addendum. The above amount also includes the initial consultation, phone consultations during the preparation of the Appraisal Report and a final consultation upon completion of the Appraisal Report with the Director of Property or their designee.

4. **Approval of Work.** City shall not incur any charges under this Addendum for the work nor shall any payments become due to Appraiser for the work until the Director of Property receives the Valuation Certification required under this Addendum and approves it as being in accordance with this Addendum.

5. **Responsible Person.** The responsible personnel for Appraiser shall be [Insert name of appraiser and License Number], M.A.I. Responsible person shall maintain a valid license at all times during the performance of the appraisal services.

2. **Scope of Work [Appraisal Lot Line]**

(a) The Owner ("Owner") of the real property located at [_____] in San Francisco, California [insert APN number] ("Property"), which is more particularly shown in Schedule 1 attached hereto and adjacent to the City property commonly known as [insert APN number] ("City Property"), wishes to install [insert details] ("Lot Line Windows") in the Property building's [insert details], as more particularly shown in Schedule 1 attached hereto (see "Application and Permit Plans"). The Lot Line Windows would be closer to the property line between the Property and the City Property than otherwise permitted under the San Francisco Building Code. The Owner has submitted an application for a [insert details], which is included in Schedule 1 attached hereto. An agreement for the Lot Line Windows between the Owner and City will also be required under Article V of Administrative Code Chapter 23, which would include a fee based on the enhancement, if any, the Lot Line Windows would cause in the Property's fair market value.

Appraiser shall provide a preliminary opinion ("Valuation") of whether the enhanced value in the Property's fair market value resulting from the Lot Line Windows is likely to be less than \$50.00 per month, between \$51.00 and \$100.00 per month or more than \$101.00 per month. This Valuation is for use by the Director of Property in determining the amount of the relevant fee under Administrative Code Section 23.46.

(b) **Inspection of Property.** Appraiser shall make a personal inspection of the Property, for the purpose of providing the Valuation. Appraiser shall contact the Director of Property or their designee before entering the Property to perform any work.

(c) **Valuation Methodology.** Appraiser shall use methodologies generally recognized by appraisers as necessary to produce a credible opinion of value without conducting an exhaustive investigation.

(d) **Oral Review.** Before issuing a written report, Appraiser shall contact the Director of Property, or their designee, to discuss the comparable properties, methodology, and possible opinions regarding the Valuation of the enhanced fair market value of the Property that would be caused by the Lot Line Windows, if any.

(e) **Certification.** Appraiser shall prepare a written certification of the Valuation in the form of the attached **Schedule 1** (“**Valuation Certification**”) on or before the [insert number of days] day, following Appraiser’s receipt of the City purchase order for this Addendum (which may be delivered by email). Appraiser shall provide the Director of Property or their designee with one (1) electronic version, and if requested, up to four (4) paper copies of the Valuation Certification. The Valuation Certification shall include a preliminary opinion of the fair market value enhancement to accrue from the proposed Lot Line Windows and will be based on the parameters set forth herein. The Valuation Certification is to be reported as within one the following ranges of value: (i) \$50 or less per month, (ii) \$51-\$100 per month, or (iii) \$101.00 or more per month. The Valuation Certification shall contain a summary of pertinent information sufficient to render only an opinion of value relative to the reference ranges indicated herein.

The Valuation Certification shall include a summary of observations and opinions communicated by the Owner, and indicate which of these, if any, have been informative in developing the Valuation Certification.

(f) **Cooperation with Review Appraiser.** Appraiser acknowledges and understands that, consistent with San Francisco Administrative Code Chapter 23, the Appraisal may be reviewed by another MAI appraiser (the “**Review Appraiser**”) under Uniform Standards of Professional Appraisal Practice Guidelines. Appraiser shall cooperate and work with the Review Appraiser in a timely manner to answer any questions and provide information as reasonably requested by the Review Appraiser relative to the Appraisal, and shall upon request timely make the corrections, additions, and deletions to the Appraisal, if any, that Appraiser and the Review Appraiser agree are appropriate and conform with Uniform Standards of Professional Appraisal Practice Guidelines.

(g) **Valuation Standards.** Appraiser shall render the Valuation using customary methods and standards under the Uniform Standards of Professional Appraisal Practice and the Code of Professional Ethics of the American Society of Appraisers.

3. **Compensation.** Appraiser shall receive [redacted] Dollars (\$ [redacted]) as full compensation for the work performed hereunder, payable after acceptance by the Director of Property of the Valuation Certification in accordance with the terms of this Addendum. This shall be the maximum and full compensation for the services rendered under this Addendum. The above amount includes all of Appraiser's allowable costs and profits for the work to be performed hereunder. The above amount also includes the initial consultation, phone consultations during the preparation of the Valuation Certification and a final consultation upon completion of the Valuation with the Director of Property or their designee.

4. **Approval of Work.** City shall not incur any charges under this Addendum for the work nor shall any payments become due to Appraiser for the work until the Director of Property receives the Valuation Certification required under this Addendum and approves it as being in accordance with this Addendum.

(a) **Responsible Person.** The responsible personnel for Appraiser shall be [Insert name of appraiser and License Number], M.A.I. Responsible person shall maintain a valid license at all times during the performance of the appraisal services.

3. Scope of Work – [Appraisal Review]

1. **Scope.** The scope of work to be performed by Review Appraiser under this Addendum is as follows:

(a) Perform an Appraisal Review of the independent appraisal dated _____ (the “**Independent Appraisal**”) prepared by _____ (the “**Independent Appraiser**”) for the real property commonly known as [Insert complete address and APN or what was used to describe the Property in the initial appraisal agreement] (the “**Property**”). The Independent Appraisal is attached to this Addendum as **Schedule 1** to this Addendum.

For the purposes of this appraisal assignment “**Appraisal Review**” shall be defined as a written opinion conforming with applicable Uniform Standards of Professional Appraisal Practice (“**USPAP**”) appraisal review guidelines, concerning (i) the quality of the Independent Appraiser’s work performed in the Independent Appraisal, and (ii) whether the Independent Appraisal conforms with USPAP standards. The Appraisal Review shall include a summary of reasons and findings for recommending or not recommending the subject Independent Appraisal for approval.

(b) **Reports.** Appraiser shall prepare a written report on or before [insert number of days] following Appraiser’s receipt of the City purchase order for this Addendum (which may be delivered by email). Appraiser shall provide the Director of Property or their designee with one (1) electronic version, and, if requested, up to four (4) paper copies of a certified narrative appraisal review report (the “**Appraisal Review Report**”). The Appraisal Review Report shall include a summary of reasons and findings for recommending or not recommending the subject Independent Appraisal for approval.

The Appraisal Review Report shall contain all pertinent information supporting the conclusions. The Appraisal Review Report shall be delivered in substantially the format outlined in the Form of Appraisal Review Report attached hereto as **Schedule 2** and contain duly executed certifications substantially in the form of Appraisal Review Certifications attached to this Addendum as **Schedule 2**.

(c) **Standards.** Appraiser shall complete the Appraisal Review in accordance with the applicable USPAP standards and appraisal review guidelines and the Code of Professional Ethics of the American Society of Appraisers.

(d) **Discussions with Appraiser.** Subject to the Director of Property’s prior approval, Appraiser shall contact the Independent Appraiser to obtain answers to any questions and obtain any additional information and data relative to the Independent Appraisal. Appraiser shall also review any corrections, additions, and deletions to the Independent Appraisal, if any, that Independent Appraiser and the Appraiser agree are appropriate and conform with USPAP appraisal guidelines.

2. **Purpose of Appraisal Review.** The purpose of the analysis and Appraisal Review to be performed pursuant to this Addendum is to provide the City’s Real Estate Division with a professional opinion of the quality and appropriateness of the Independent Appraisal of the Property. Appraiser understands and agrees that City will rely fully on the Appraisal Review for such purpose. The City intends to use the Appraisal Review Report in connection with existing or future real estate negotiations, and Appraiser agrees to keep the Appraisal Review Report and work product under this Addendum confidential, and not to release the Appraisal

Review Report or work product to any person other than the City, except to the extent required by applicable law.

3. Compensation. Appraiser shall receive _____ Dollars (\$ _____.00) as full compensation for the work performed hereunder, payable after receipt by the Director of Property of the Appraisal Review Report in accordance with the terms of this Addendum. The above amount includes all of Appraiser's allowable costs and profits for the work to be performed hereunder. The above amount also includes the initial consultation, phone consultations during the preparation of the Appraisal Review Report and a final consultation upon completion of the Appraisal Review Report with the Director of Property.

4. Approval of Work. City shall not incur any charges under this Addendum for the work nor shall any payments become due to Appraiser for the work until the Director of Property receives the Appraisal Review Report required under this Addendum and approves it as being in accordance with this Addendum.

5. Responsible Person. The responsible personnel for Appraiser shall be [Insert name of appraiser and License Number], M.A.I. Responsible person shall maintain a valid license at all times during the performance of the appraisal services.

4. Scope of Work – [Witness testimony]

The Appraiser shall provide professional real estate appraisal and expert witness services under this ADDENDUM. Services include, but are not limited to:

- (a) Conducting a review of relevant property records, valuation reports, market data, and supporting materials.
- (b) Prepare an independent professional appraisal or appraisal review, as needed for litigation, arbitration, administrative hearings, or other proceedings.
- (c) Provide written expert opinions, declarations, and supporting documentation in compliance with applicable appraisal standards.
- (d) Offer expert witness testimony, including deposition and hearing/trial testimony, clearly explaining valuation methods, conclusions, and supporting rationale.
- (e) Consult with City staff and legal counsel to prepare for testimony and clarify findings.
- (f) Attending meetings, site visits, or proceedings as reasonably required to support the City's case.

1. Standards

(a) The Appraiser shall perform all services in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) and all applicable laws, regulations, and professional standards. Deliverables shall be provided in a timely manner and in the format requested by the City.

(b) The appraiser's opinions will be based solely on the information available and professional judgment.

2. Compensation. Appraiser shall receive _____ Dollars (\$ _____.00) as full compensation for the work performed hereunder, payable after receipt by the Director of

Property of the Appraisal Review Report in accordance with the terms of this Addendum. The above amount includes all of Appraiser's allowable costs and profits for the work to be performed hereunder. The above amount also includes the initial consultation, phone consultations during the preparation of the Appraisal Review Report and a final consultation upon completion of the Appraisal Review Report with the Director of Property.

3. Approval of Work. City shall not incur any charges under this Addendum for the work nor shall any payments become due to Appraiser for the work until the Director of Property receives the Appraisal Review Report required under this Addendum and approves it as being in accordance with this Addendum.

4. Responsible Person. The responsible personnel for Appraiser shall be [Insert name of appraiser and License Number], M.A.I. Responsible person shall maintain a valid license at all times during the performance of the appraisal services.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, City and Appraiser have executed this Agreement Addendum as of the date first above written.

APPRAISER:

[APPRAISER COMPANY NAME AND ENTITY TYPE]

By: [NAME OF AUTHORIZED SIGNATORY]
Its: Owner/Appraiser

CITY:

CITY AND COUNTY OF SAN FRANCISCO,
a municipal corporation

By: _____
Real Property Officer

By: _____
Director of Property

SCHEDULE 1

Depiction or Description of Property

[to be attached]

DRAFT

EXHIBIT A

Appraisal Certifications

The Appraiser hereby certifies to the City and County of San Francisco that:

1. I have personally inspected the subject property, and all statements and information in this report are true and correct to the best of my knowledge, subject only to the contingencies and limitations set forth herein.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
3. I have no present or contemplated future interest in the Property described herein and no personal interest with respect to the parties involved.
4. Neither my engagement to make the appraisal, nor the compensation for it, is contingent upon the development or reporting of predetermined results, the amount of the value opinion of the Property, a direction in value that favors one party over another, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
5. I have no bias with respect to the Property or to the parties involved with this assignment.
6. My analyses, opinions and conclusions were made and developed, and this Appraisal Report has been prepared, in conformity with and is subject to the requirements of the Uniform Standards of Professional Appraisal Practice.
7. All conclusions and opinions concerning the real property that are set forth in the Appraisal Report were prepared by the undersigned. No change of any item in the Appraisal Report shall be made by anyone other than the Appraiser, and the Appraiser shall have no responsibility for any such unauthorized change.
8. All contingent and limiting conditions affecting the analyses, opinions and conclusions contained in this report are expressly contained herein.
9. After weighing the factors reported herein to the best of my knowledge and ability, it's my opinion that, on _____, the estimated [Choose] fair market or fair market rental value of the subject property is _____.

Respectfully submitted,

Name: _____

EXHIBIT B

CERTIFICATION OF CONSULTANT

I HEREBY CERTIFY that I am the owner and duly authorized representative of the firm of _____ whose address is _____ and that neither I nor the above firm I here represent has:

(a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above consultant) to solicit or secure this agreement;

(b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the agreement; or

(c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above consultant) and fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the agreement; except as here expressly stated (if any): N/A

[NOTE: IF FEDERAL AID HIGHWAY FUNDS ARE INVOLVED, THEN ADD THE FOLLOWING PARAGRAPH. OTHERWISE DELETE.]

I acknowledge that this certificate is to be furnished to the State Department of Transportation in connection with this Agreement involving participation of Federal Aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.]