



## Application Form for Insurance Retail Replacement and Marketable Cash Value Appraisals

Date: \_\_\_\_\_ **PLEASE PRINT CLEARLY and FOLLOW THE PHOTOGRAPHY INSTRUCTIONS ON WEBSITE**

Full Legal Name of Owner(s): \_\_\_\_\_ Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Names and or Positions of ALL Intended Users (attorneys, accountants, etc. Use separate sheet if needed)

**Type of Appraisal Desired:** Insurance Replacement \_\_\_\_\_ Marketable Cash Value (*Net Selling Price*) \_\_\_\_\_

Please attach the Completed Form, plus MINIMUM OF 7 PHOTOGRAPHS (as 1 MB+ JPEG attachments) any Invoices, previous appraisals, or other pertinent information when submitting this form.

### ABOUT THE ITEM TO BE APPRAISED.....

Artist: \_\_\_\_\_ Signed \_\_\_\_\_ Unsigned \_\_\_\_\_ Signed on Back \_\_\_\_\_

Title/ Description \_\_\_\_\_ Medium \_\_\_\_\_ Dated: \_\_\_\_\_

Year Acquired by Owner: \_\_\_\_\_ Method Acquired by owner: Purchase \_\_\_\_\_ (receipt?) Bequest \_\_\_\_\_ Gift \_\_\_\_\_ Other \_\_\_\_\_

Dimension (without frame) \_\_\_\_\_" High by \_\_\_\_\_" Wide Total Dimension (including frame) \_\_\_\_\_" High by \_\_\_\_\_" Wide

Visible Markings or Writing on the Back \_\_\_\_\_

Frame Details: \_\_\_\_\_

Previous Restoration: \_\_\_\_\_ Yes, Year/ Restored by (receipt?): \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_

History of the Piece (if known, be specific) \_\_\_\_\_

Please charge my credit card: CC: \_\_\_\_\_ Exp: \_\_\_/\_\_\_ Sec. Code: \_\_\_\_\_, Billing Zip \_\_\_\_\_

*You may also use PayPal and Venmo*

EMAIL FORM: Scan completed form, documentation, and images as 1 MG+ JPEG attachments to: **Kathleen@FloridaArtAppraisals.com**

*Upon completion of your report, you will receive an invoice via email. Once payment is received, your completed appraisal will be emailed to you as a PDF Document. Please allow 6-8 weeks for completion. Rush orders will be assessed an additional charge of \$200. Research, travel &, onsite time billed at \$100 per hour.*

**Email: Kathleen@FloridaArtAppraisals.com or Call 772-519-9019 with any questions**

## Photography Instructions and Helpful Hints

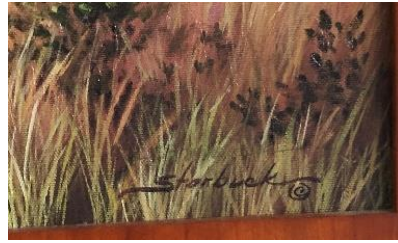
Appraisal cannot be completed without in focus photographs which are free of glare and that clearly show the image. Please take your time and follow these simple instructions.

Submit a photo of the front and back of the entire painting, including the frame (if any). The image must be square, taken head-on, not from the side. Also submit a closeup of the signature and a photo of each of the four quadrants of the painting. (If the back is covered by paper, remove the paper before you photograph it.)

**Minimum of 7 Images** Required for an Appraisal (*take additional photos of everything of interest*)



*Full front with frame*



*Closeup of Signature*



*Full Back with Frame*



*Closeup of the four quadrants of the painting*

### **HELPFUL HINTS**

- **Relocate:** You will most likely need to move the painting to photograph it correctly.
- **Natural Light:** Take photographs outside rather than use a flash indoors. A flash almost always has glare.
- **Direct sunlight** is too strong, bright morning light works best.
- **Lay Flat:** It is easier to place the painting flat on the ground and to shoot down over it than to photograph it on the wall.
- **Don't Rush:** Take your time. If the photographs are not clear, we cannot appraise the painting.

**EMAIL: COMPLETED FORM ∞ ANY DOCUMENTATION ∞ THE SEVEN (7) REQUIRED IMAGES.**

**(Attach images as JPEGS of at least 1 MG each – larger files are better)**

**EMAIL TO: [Kathleen@FloridaArtAppraisals.com](mailto:Kathleen@FloridaArtAppraisals.com)**

**We will invoice you via email for payment prior to receiving your completed appraisal. We accept credit cards,**

**Paypal and Venmo.** For questions regarding the appraisal process, please email:

**[Kathleen@FloridaArtAppraisals.com](mailto:Kathleen@FloridaArtAppraisals.com) or call 772-519-9019 for assistance.**