

Name \_\_\_\_\_ CNB Account # \_\_\_\_\_  
Email \_\_\_\_\_ Phone # \_\_\_\_\_

**1. PROPERTY INFORMATION**

Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Legal Description \_\_\_\_\_  
Current Valuation \_\_\_\_\_ Valuation Date \_\_\_\_\_

**2. REASON FOR VALUATION**

- Annual Valuation** - A Comparative Market Analysis is required. Annual valuations must be provided no later than January 10<sup>th</sup> of each year. Community National Bank (CNB) may resign on the property if an annual valuation is not provided for tax reporting requirements. CNB will accept a broker opinion or report of comparable property values in your area dated within 60 days as a Comparative Market Analysis.
- Distribution-In-Kind/Rollover** - A formal appraisal is required at the time of the transaction.
- Roth Conversion or Recharacterization** - A formal appraisal is required at the time of the transaction.
- Transfer Due to Death or Divorce** - A formal appraisal is required at the time of the transaction.

**Appraisal Type:** A formal appraisal must be completed by a certified appraiser or a licensed real estate broker in the state where the property is located.

**Appraisal Fees:** Please submit CNB's Real Estate Expense Form with a copy of the appraisal fee invoice to CNB for payment. All appraisal fees must be paid by the CNB Account.

**3. VALUATION AGENT'S INFORMATION AND CERTIFICATION**

Valuation Agent's Name \_\_\_\_\_  
Title \_\_\_\_\_ Firm \_\_\_\_\_  
Office Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Office Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

As a certified real estate appraiser or a licensed real estate broker, I certify that I am qualified to give an independent valuation for the property shown above. I understand that the valuation I have provided will be used by Community National Bank for reporting applicable transactions to the Internal Revenue Service and the Account Owner. I understand that a false or misleading valuation may result in penalties or fines for both the appraiser and the Account Owner. I further certify that the information I have provided is true and accurate to the best of my knowledge.

**X** \_\_\_\_\_  
**Signature of Valuation Agent** **Date**

**4. ACCOUNT OWNER SIGNATURE**

The Account Owner has retained the services of the Valuation Agent listed in Section 3 to prepare, present and attest to the value of the Property in Section 1. The Account Owner acknowledges that Community National Bank has not advised the Account Owner with respect to the selection of the Valuation Agent and that the Valuation Agent is not an agent, employee or representative of Community National Bank. The Account Owner agrees that he/she has sole responsibility for the selection, retention, termination, and monitoring of the Valuation Agent, and certifies that the Valuation Agent is an unrelated third-party and not a disqualified person as defined by the Internal Revenue Code Section 4975.

Account Owner agrees to indemnify and hold harmless Community National Bank, its employees and assigns from all suits, actions or claims of any character, type, or description brought or made for, or on account of, arising out of, or occasioned by valuation of the Property, or by the operations, performance, or negligent acts of Agent, Account Owner or both parties.

Account Owner certifies that the information contained herein and attached hereto is true and accurate to the best of their knowledge.

**X** \_\_\_\_\_  
**Signature of Account Owner** **Date**