



*Specialty Vehicle Appraisal Institute of Alberta*

## **SVAI Collector Vehicle Appraisal Report Requirements**

1. Document the vehicle including, year, model & Decoding the VIN #, & mileage.
2. Document the condition of the vehicle to determine a condition rating. Detailed description is required. Document all unusual features; add-ons such as roll bars, NOS or other power enhancers, and significant suspension or braking system changes. Describe the condition of key areas of the car, interior, exterior body and paint, powertrain, brakes, suspension wheels and undercarriage. Describe any modifications, options, or custom features present. A checklist style of report is acceptable but additional description beyond the check list is necessary. For whatever condition rating system is used, your rating system must be defined and described so the reader knows the difference between a “ # 1 and a # 2 condition vehicle.”
3. Determine the value of the vehicle and record references and / or comparables used to support the value. If reference guides are used, the values must be supported with three or more current ads of similar vehicles for sale and they should be listed or copies of the actual ads must be included in the report.
4. Take pictures of all areas of the vehicle to visually show the condition of the vehicle.
  - The interior, exterior, trunk or truck bed, engine and undercarriage
  - The exterior, engine, seat, instrumentation and controls. (for motorcycles)
  - Additional pictures of special features, options, custom work or damage.
5. The report should include terms and conditions, what it is being prepared for, the type of value given, (eg. replacement or more commonly, fair market value) and be typed and professionally presented. Document the owner’s contact information and the Appraiser’s contact information. Record who created the report and did the inspection of the vehicle. All those involved in creating the report must sign the document.
6. The report should be professionally presented: minimal or no handwriting, neat, readable and typed is the standard. A business format, (title page, summary page, body of report, pictures, and appendix for additional info if needed) is strongly encouraged.