

INSTRUCTIONS

These instructions are a specific attachment to this DT-1742 application. The form and its instructions may, from time to time, be modified. Applicant is responsible for reading and understanding these instructions. Questions regarding the completion of this application may be directed to the Department of Transportation Central Right-of-Way office.

This DT-1742 form supercedes and fully replaces the DOT-CS-100 & DOT-CS-200 forms --applications to perform appraisal services. This form is to be utilized by all appraisal consultant applicants regardless of whether the applicant is applying for "pre-qualified" status only, or for "pre-qualified"/"continuous contract" status. It is a six-page application form to be utilized by individual consultant appraisers only. (There are no "company" applications.) This application form and its instructions must first be downloaded and saved to the applicant's computer, then from the downloaded copy, filled out on-screen (no hand-written applications will be accepted), re-saved, printed "landscape" on 8.5" x 11" white paper, and signed in blue ink on Page 1. The completed application with original signature must then be mailed or hand-delivered during TDOT regular business hours to the individual at the address shown on Page 1 of the application.

Applicant must be "Certified Residential" or "Certified General" by the Tennessee Real Estate Appraiser Commission. (Legible copy of Tennessee Real Estate Appraiser's license must be attached to this application.)

If you are an applicant for "pre-qualified" status only, you may submit this application at any time; however, if you are an applicant for "pre-qualified"/"continuous contract" status, you must adhere to the advertised submittal deadline date.

This form is built on the Microsoft Excel platform. Applicant may simply "tab" through the application, making response entries in the yellow-highlighted cells only --except for the signature line. Certain cells provide a "drop-down" list to select from, or a "check-box" to toggle on or off. Remaining cells simply provide space for alpha or numeric insert.

Should you determine that you need additional space for pertinent information you wish to supply, do not expand or in any way modify the form. Replicate original pages where applicable and/or attach supplemental pages.

*******INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*******

Upon approval by TDOT, this application shall have a maximum life of 36-months in terms of "pre-qualification" only, dating from the date of approval. Applicants will be notified in writing. "Continuous Contracts" shall extend according to the term specified in the "Continuous Contract" document.