



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

CLEON L. CAULEY, SR.  
ACTING SECRETARY

June 2, 2011

Dear Recipient:

Congratulations! On behalf of the Delaware Department of Transportation, I would like to thank you for your participation as a candidate for providing appraisal services for **Agreement #1582 – Real Estate Appraisal Review Services**. You will be placed on the Department's list of eligible candidates for tasks that may become available.

In order to become available for task assignments, you must first execute a copy of the agreement. To do this, please follow these instructions:

- Review the attached Master Agreement and be sure you are in agreement with the terms.
- Print three (3) copies of the attached Master Agreement.
- Print or type your information (name, address, and license number) at the top of page 1.
- Have your signature witnessed and have the witness sign to the left of your signature on page 2.
- Return the signed Master Agreement *and* a copy of your Delaware Business License to my attention at the address listed above.

After the Master Agreement has been signed by both parties, an executed copy will be given to you at the mandatory appraiser meeting. The details for this meeting will be sent to you shortly.

The staff at Delaware DOT is looking forward to the possibility of working with you in the near future.

Sincerely,

~Signature on File~

Wendy B. Henry  
Consultant Control Coordinator  
DelDOT Contract Administration  
(302) 760-2531