



### **ASA Applicant Reference Letter Form**

This form may serve as a written reference letter which is required as part of your ASA Membership Application Packet. ASA requires three (3) references be included as part of your membership packet. Please have your references return this form to you and submit it to ASA Headquarters with all your other materials.

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Date:

To:

Subject: Reference Letter for \_\_\_\_\_ (applicant name)

\_\_\_\_\_ is applying for membership in the American Society of Appraisers. As part of the application process, ASA needs written business references. Please complete the following information and return it to \_\_\_\_\_ no later than \_\_\_\_\_. Thank you for your time!

1. Do you consider the applicant to be a person of good character?

YES

NO

2. How many years have you known the applicant?

3. Have you worked with the applicant in a business capacity?

YES

NO

If yes, how so? \_\_\_\_\_

4. To the best of your knowledge, is the applicant a financially responsible person (this question is of a general nature)?

YES

NO

5. Is the applicant presently engaged in the field of appraising?

YES

NO

6. Please provide a number and e-mail address where ASA may reach you.

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Please feel free to share any additional comments you feel would help the applicant in this process on the back of this sheet.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_