



# National Association of Automobile Clubs of Canada

## To Owners of Specialty Vehicles and Motorcycles and to Insurance Companies

Our National Appraisal Program has been developed to provide uniformity in appraisals across Canada. There has been a growing need in the last decade to provide assurances to both vehicle owner and insurer.

**Please check your appraisals against our guidelines and if they do not conform ask the appraiser to re write them to conform. By doing this your evaluation will not be missing important components.**

**Insurers** need assistance with values of vehicles that are unique and therefore do not have a historic database from which to take information from.

**Owners** need to know there is an understanding between them and their insurers as to what value is real, in the case of a claim. Inter-provincial acceptance of the appraisal is a target for our program; presently not possible with many Provinces.

NAACC is an arm's-length third party, simply aiding. The NAACC does not administer or police, we simply guide.

**Please take particular note that no person representing NAACC will consent to represent any party in a court of law.**

Should anyone request assistance, the NAACC, through its network of contacts and provincial Directors may be able to provide information.

## National Appraisal Standards Policy

As an automotive hobby group representing thousands of antique, classic and special interest automobile owners, restorers and dealers, we strive to provide professional and credible appraisal guidelines.

These guidelines should provide for uniform consistent appraisals that can be trusted by any insurer, buyer or seller in any Canadian Province or any State in the USA.

Appraisals that conform to the guidelines provided by the NAACC will give confidence to any insurer, buyer or seller.

NAACC (referred to as the National) will:

- Endeavor to provide an appraiser's criteria (covered by the 'NAACC APPRAISAL GUIDELINES) to meet a "minimum standard" that is acceptable to all concerned parties across Canada.
- Provide an application form as a statement of credentials for appraisers and will reveal the applicant's application to that Province's NAACC Director and the Appraisal Standards Committee members before accepting.
- Provide a worksheet form for appraisals in the universal 'Portable Document Format' (.PDF) downloadable from the National Website.
- **Provide a listing of appraisers on the National Website.** The National will not verify any statements made and therefore assumes no liability as to the accuracy of these statements or to the accuracy of any appraisal produced by a listed appraiser. The National will remove a name from the list upon a second written complaint from his or her direct client or evidence given to the National that the format/standards of appraisals are not being followed after discussion with the appraiser. Discretion of the current National Appraisal Program Chairperson will prevail.
- The National shall not endorse any appraiser or testify to the credit or discredit of any appraiser or their appraisals.
- The National's listing of an appraiser shall not qualify the appraiser for liability insurance. Presently (2015) Pat Anderson Insurance Group of Burnaby, BC underwritten by Lloyds of London offers appraisers insurance if you are listed by the NAACC.

## National Appraisal Guidelines

### NAACC Code of Ethics

Appraisers who are listed by the NAACC must act in a professional way. They must provide unbiased, fair market evaluations based on current market trends. To remain listed, the appraiser must exhibit, both publicly and privately, a standard of conduct that is acceptable to the NAACC Board of Directors.

The NAACC code of ethics will bind them. If it is determined that the appraiser has not acted in a professional way the appraiser's NAACC listing will be terminated.

When an appraiser is asked to render an evaluation of a vehicle, the appraiser must give the evaluation based on a physical observation. An appraiser must use current market guidelines provided by auction results and current offerings as well as recognized valuation price guides. Every element of the vehicle's history, pedigree and any factor that will affect the overall valuation must be taken into account and presented in the evaluation. If detrimental information is discovered while doing an evaluation, it must also be noted in the evaluation.

The NAACC and the appraiser recognize that any vehicle appraisal is a professional service for which the appraiser may charge a fee, which will be determined solely by the appraiser. Fees must not be determined based on the overall valuation of the vehicle. A fee will be determined based on the time and effort spent in providing the client with the finished document to using current market analysis.

Each person who is listed by the NAACC must conform to following:

- Stay informed of current market trends using the NADA, Old Cars Report Price Guide, Internet sales, Auction results, International sales and any other form of business transaction that may be relevant to the appraisal.
- It is strongly recommended that an appraiser, have familiarity with the mechanical, body, interior and modifications that are common to the hobby, has been a specialty vehicle owner or have either previous experience or be actively involved in some aspect of vehicle restoration. A time frame of five years is recommended as a minimum.
- It is strongly recommended that an appraiser be competent in digital format for the sake of legibility and professionalism of the printed results and the storage/filing capabilities of digital text and pictures.
- It is strongly recommended that an appraiser be technically knowledgeable with research methods with emphasis on the most current methods, presently being internet searches (2015).
- The appraiser will disclose all positive and negative pertinent facts regarding each vehicle appraised.
- The appraiser should physically inspect each vehicle whenever possible. If the vehicle is not available for inspection this fact must dually noted in the appraisal.

**The appraiser must provide the following information in the evaluation.**

- a) Physically inspect and record the vehicle VIN numbers and vehicle registration numbers where applicable.
- b) Reference to the vehicle VIN numbers must be identified in the appraiser's report as having originated from ownership or registration documents as well as from the vehicle itself. This will ensure that the vehicle is genuine.

The appraiser doing the evaluation must take a minimum of 12 photographs. Pictures of all 4 corners, dash, interior front, interior back, engine compartment and both sides and trunk area will be a minimum. Additionally, undercarriage and driveline pictures are strongly recommended. The appraiser will date and sign each photograph. These signed photos will be part of the submitted evaluation. They will be submitted on photo paper if taken by digital camera or submitted as scans from normal film.

Pictures, if not taken by or verifiable by the appraiser, should be certified by a Notary, Lawyer, professional person or a car club executive member as being of the vehicle appraised. (Example: I, [Printed name] certify this picture to be that of a 1969 Chevrolet Camaro RS, VIN #X9XX99X999999).

- c) A physical description sheet will also be used (a sample is provided). It is suggested that the appraiser uses the clarification guide of the Old Cars Report Price Guide and also uses their rating scale. The NAACC realizes that some appraisers have developed their own rating system based on the Old Cars Report Price Guide format.
- d) Reference sources should also be provided (i.e. NADA, Old Car Price Guide, auctions etc.)
- e) Comparable vehicles for sale or sold 'MUST' be included in full detail.

**Special note on LIABILITY:**

As an appraisal is considered a "professional opinion", the definition of a professional, as per Black's Law dictionary, would likely be considered applicable in a court of law, with this in mind comes a liability.

**There is an obligation on the appraiser's part to:**

- a) Complete the appraisal as per contract.
- b) Perform due diligence within the appraisal to ensure accuracy and completeness that will not cause a detrimental effect to the client.

c) Clearly state any special conditions as to the information used in the evaluation. If the information used has been supplied by the client and not verified for accuracy, this must be clearly stated. This is mostly important for the appraiser, as there is an obligation to verify their professional opinions.

d) Be vicariously responsible for the actions of anyone deemed an employee or assistant.

# Worksheet

Date Inspected:  Appraiser:  Province:   
 Appraiser's Notation:  Phone:

**Vehicle Owner:**   
**Owner's Address:**   
**City / Prov. / Postal Code:**  /  /   
**Phone:**

**Vehicle was physically inspected:**  
**YES:**   
**NO:**

**Are pictures verified?**  
**YES:**   
**NO:**

Vehicle Year & Manufacturer:   
 Model:

Body Style:  Bodystyle Code:

Vehicle Identification Number:  Mileage:  Circle one used:  
Kms / Miles

Engine Serial Number:  Colour / Code:

Location of inspection:

Classification: Circle ORIGINAL / RESTORED / MODIFIED / CUSTOM or OTHER:

**Codes:** The OLD CARS PRICE GUIDE condition rating used on the following sheets is as follows:  
 (1) Excellent (2) Very Fine (3) Very Good (4) Good (5) Restorable (6) Parts Only

Additional guides, publications, and databases have been used in the research of the value(s) for the appraisal. They are:

Old Car Price Guide:	Ref#	<input type="text"/>
Classic, Collectable & Special Interest Appraisal Guide (NADA):	Ref#	<input type="text"/>
Collector Car Market Review:	Ref#	<input type="text"/>
Hemmings:	Ref#	<input type="text"/>
Old Cars Weekly:	Ref#	<input type="text"/>
Internet site: Hi-Bid:	Ref#	<input type="text"/>
Internet site: Manheim Gold Book:	Ref#	<input type="text"/>

**Other:**

**Internet reports of Auction values and *For Sale* ads should be printed out and included with documentation.**

## Worksheet continued

The OLD CARS REPORT PRICE GUIDE condition rating used on the following sheets is as follows:  
 (1) Excellent (2) Very Fine (3) Very Good (4) Good (5) Restorable (6) Parts Only

<b>Body</b>	Picture	Appearance Code	Mechanical Code	Comments	Body Options:	Value estimation notes:
Body-work:						
Modification (s):						
Paint:						
Door Jams & under hood/trunk etc.:						
Glass:						
<b>Interior</b>						
Upholstery	Picture	Appearance Code	Mechanical Code	Comments		Value estimation notes:
Modification (s):						
Trunk:						
Doors & under hood/trunk etc.:						
Carpet:						

## Worksheet continued

<b>Engine</b>	Picture	Appearance Code	Mechanical Code	Comments	Engine Make:	Engine Size:	Value estimation notes:
Appearance			N/A				
Modification (s):							
Includes those not visible but stated:							
Paint/plating:			N/A				
Exhaust mods:							
Additional performance items such as Super-charger:							

<b>Drive-line</b>	Picture	Appearance Code	Mechanical Code	Comments	Value estimation notes:
Transmission:					
Mods					
Paint/Plating:			N/A		
Aftermarket accessories:					

## Worksheet continued

Chassis	Picture	Appearance Code	Mechanical Code	Comments	Power Options:	Value estimation notes:
Suspension:						
Modification (s):						
Paint/Plating:			N/A			
Aftermarket accessories:						
Wheels / Tires						

Electrical	Picture	Appearance Code	Mechanical Code	Comments	Value estimation notes:
Instruments:					
Lighting:					
Sound System:					
Power-Windows Doors Trunk					
Aftermarket accessories:					

### SUMMARY

Motor runs—Vehicle is drivable ? (if NO, explain:)	Vehicle was test driven?: Yes or No (if YES, note observations)	Vehicle has additional documentation that supports value?: circle <b>YES / NO</b> (if YES, explain:)
<b>Overall condition code:</b>	<b>Value to be used on formal appraisal:</b> CDN \$ _____ <b>This value is assigned as a MARKET EVALUATION unless herein stated.</b>	Expenses: \$ Travel: \$ Fee to charge: \$

## Motorcycle Worksheet

Chassis	Picture	Appearance Code	Mechanical Code	Comments	Power Options:	Value estimation notes:
Suspension:						
Modification(s):						
Paint/ Plating:			N/A			
Aftermarket accessories:						
Wheels / Tires						
Handlebars:						
Footpegs/ Controls						

Body	Picture	Appearance Code	Mechanical Code	Comments	Body Options:	Value estimation notes:
Body-work:						
Mods:						
Fenders						
Tank						
Dash						
Other						
Paint:						
Fenders, Tank & other:						
Wind-screen:						





