

**P.O. Box 1748, Makawao, Maui, Hawaii 96768
Telephone (808) 876-0177 FAX (808) 876-0180**

JOB PROPOSAL FORM

For a quote, please complete this form legibly and email to assistant@akamaisurvey.com. Please do not sign unless a quote estimate and estimated job completion time frame have been provided. A completed contact information section, signed proposal, and all required paperwork/research **and retainer (full quote amount or no less than 50 percent of the quote amount)** will initiate the job process. Any missing information or documents may delay the job completion date. **ALL jobs ordered by a Real Estate Agent will need a signed job proposal form and the required retainer amount BEFORE job is initiated.** We no longer accept payment through escrow and apologize for any inconvenience. We now accept credit card payments.

DATE: _____

PARTY ORDERING WORK:

Realty Company (if applicable): _____ Realtor (if applicable): _____

Realtor Email: _____ Realtor Phone #: _____

Company Name: _____ Client Name(s): _____

Client(s) Email: _____

Client Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell #: _____

BILLING INFORMATION (if different from above): *This is who MUST sign at the bottom**

Company Name: _____ Attention To: _____

Billing Address: _____ City: _____ State: _____ Zip Code: _____

Billing E-mail (required for invoicing): _____ Phone #: _____

PROPERTY INFORMATION: TMK: (2) - - : Lot Number: _____ Gate Code: _____

Address: _____ City: _____ Zip Code: _____

WORK DESIRED (SEE PAGE 2): _____ K1 _____ K2 _____ POLs _____ Partial or Full (circle one) Topographic Survey

_____ Shoreline _____ Subdivision _____ Consolidation _____ ALTA _____ Metes & Bounds _____ Easement Creation

Other: _____ **COI Required? (See #13 Page 3)**

TO BE COMPLETED BY OFFICE STAFF: *This Quote Expires 7 days from date the quote was provided.*

Quote Estimate: _____ (plus tax) Estimated Job Completion Time Frame: _____

By: _____ Date: _____ Retainer required to proceed: _____

****This quote estimate and time frame is based on information provided to this office. Any inaccurate information or undisclosed existing property conditions, especially conditions that will delay the survey process, will be billed additionally on a "Time & Materials" basis.**

AUTHORIZATION TO PROCEED:

The individual signing this form has read, understands, and agrees to the "terms and conditions" (see page 2-3 or online at akamaisurvey.com) set forth by Akamai Land Surveying, Inc. and takes sole responsibility for full payment to Akamai Land Surveying, Inc. Invoice will be due upon receipt unless noted otherwise and documents will NOT be released until payment is received in full. Akamai Land Surveying, Inc. will not be responsible to bill a third party.

By signing below, I authorize Akamai Land Surveying, Inc. to proceed with the work I have requested. I give permission for them to gain access to my property or the property I represent. I acknowledge that work may begin once Akamai Land Surveying Inc. receives this signed proposal with retainer and any cancellations may result in a time and materials charge.

CLIENT SIGNATURE (RESPONSIBLE FOR PAYMENT)

(DATE)

TERMS AND CONDITIONS (PART I)

*****ALL survey requests must be accompanied by as much prior research as possible including any evidence maps, sketches, or written agreements (recorded or not recorded) that will help us determine the boundary(s) and easement(s) that are together with or reserving there from subject parcel*****

K-1:

- Boundary Staking of RECORD boundary corners ONLY
- Sketch NOT included – see K2
- POLs (Points-on-line) are extra points on a boundary line are NOT included and must be requested BEFORE a quote is provided
- Easements are NOT included in a stakeout UNLESS requested in advance prior to providing a quote
- Current Preliminary Title Report and/or Deed (with land description) are required before initiation of new job

K-2:

- Boundary Staking of RECORD boundary corners
- Survey along boundary lines ONLY
- Structures (houses, garages, sheds, etc.) NOT included (unless near property boundary) – must be requested BEFORE a quote is provided
- Current Preliminary Title Report and/or Deed (with land description) are required before initiation of new job
- Sketch is provided showing encroachments along the property lines
- Certification letter provided stating areas of concern near property boundary (i.e. fences, walls, roof overhands, etc.)
- ***Points in Streams, gulches or dangerous conditions may not be found or set***

Topographic Survey – Whole Property or Partial (Circle One):

- MUST provide a sketch of the area requested for both whole and partial (preferably a google earth image showing existing structures and features in order to provide an accurate quote)
- Pictures of the current property conditions are appreciated
- Current Preliminary Title Report and/or Deed (with land description) are required before initiation of new job
- Does NOT include a boundary staking or the areas of concern report for encroachments(must be an additional request prior to providing a quote)
- Does NOT show EVERY detail, but will include the significant ones (i.e. LARGE trees, fences, walls, structures, concrete work, etc.)

Shoreline Survey:

- Current Preliminary Title Report and/or Deed (with land description) are required before initiation of new job
- Any encroachments to the Shoreline must have an existing easement or an easement must be acquired before submittal to the State
- Requires an owner consent letter, additional fees to DLNR for application and travel reimbursement
- Preparation of a plat to be submitted to state (usually required for any renovations, remodels, construction, etc. on a property with a shoreline)

Subdivision, Lot Consolidation, Consolidation and Resubdivision (Circle One)

- A formal quote will be provided for Preliminary Subdivision, Final Subdivision, and Final Stakeout with Land Descriptions
- Acceptance of any given subdivision or consolidation is out of our control and is at the discretion of the County of Maui or State of Hawaii.
- Any property that is Land Court must have a lawyer BEFORE any work is initiated.

Creation of Easement (waterline, sewer, access, etc.)

- Must provide a sketch of the area
- Must provide any evidence maps, sketches, or written agreements (recorded or not recorded that will help us determine the boundary(s) and easement(s) that are together with or reserving there from subject parcel

POLs (Points-on-Line)

- Must provide a sketch “red-lining” or “highlighting” the specific boundary lines where POLs will be placed

Metes and Bounds (aka Legal Description or Land Description)

TERMS AND CONDITIONS (PART II)

DISCLAIMERS:

1. *All quote estimates and time frames are based on information provided to the office. Any inaccurate information or undisclosed existing property conditions, especially conditions that will delay the survey process, will be billed additionally on a Time and Materials basis: \$290/hr Professional Consultation, \$200/hr Field Crew, \$130/hr Office Calculations, \$120/hr Drafting and \$75/hr Clerical.*
2. *We DO NOT survey overgrown properties or properties that resemble a dump site (i.e. abandoned vehicles, appliances, excessive building materials, etc.) We are professional Land Surveyors, NOT LANDSCAPERS and we are not responsible for delays in job completion due to either of these conditions encountered in the field. If our crew reports poor property conditions, we may request that the client resolve the issue before we complete our work and we will bill for the percentage of completion up to that point, even if only travel time.*
3. *We are also not responsible for any elements/features missed while performing a field survey (i.e. fences under foliate, water meters not visible, etc.), especially if a property is not maintained.*
4. *Any misrepresentation of existing property conditions by the client or their representative will result in adjustments to both time frame and final invoice amount.*
5. *Additional work not requested at time original quote is provided will delay the process and extend the completion date.*
6. *The individual signing this job proposal shall assume full responsibility of payment for services rendered. **Payment is due upon receipt unless invoice states otherwise. We no longer accept escrow payments.** Akamai Land Surveying, Inc. will not be responsible to bill a third party.*
7. *Cancellation after work has begun will result in an invoice to the individual signing this form for the hours of work completed.*
8. *Failure to provide a gate code for access (whenever applicable) will result in a waiting fee.*
9. *Our schedule and calendar is constantly changing, therefore Akamai Land Surveying, Inc. is not responsible for any delays due to weather and/or circumstances beyond our control. We may reschedule with very little notice.*
10. *Photographic evidence of boundary corners, features, shorelines, etc. may be taken at any property surveyed. Especially K2s, Topos, Shorelines, and ALTAs. These photos are used for reference and records as well as County and State submittals of surveys.*
11. *Any boundary corners or "points" that are located in Streams, gulches or dangerous conditions may not be found or set in the field.*
12. *It is at our discretion to use GPS or "Robotic" technology to complete the requested work. This is dependent on property condition and crew availability.*
13. *All Certificate of Insurance (COI) requests and any other requests for signed agreements (i.e. specific company contracts), must be complete and available to Akamai Land Surveying Inc. to review **prior** to accepting and **proceeding** with any new work. Should your company fail to provide this upon their work request and Akamai Land Surveying, Inc. has already begun, a request for a Certificate of Insurance, setting up an online portal specific to your company/job, etc. will be declined. If you do require a COI, we reserve the right to charge you, the client, a fee for said service. If a COI request is not made at the time we have been advised to begin work, we will not provide one and you, the client, agree to pay all outstanding invoices despite a lack of COI.*