

Appraisers in the Ring: Supplemental Grassroots Activities Information

Tips for Personal Visits to your Members of Congress

Don't assume you have to discuss issue every time you see legislator	Localize or humanize the issue
Offer to serve as a resource person	Acknowledge the opposition
Be prepared	Provide written materials
Establish a common denominator	Close the sale
Be concise, specific and clear	Say thank you
Be reasonable	Follow up promptly
Written Comment	Report immediately
	Phone contact

Tips for Letter Writing (via U.S. Mail or E-mail)

Most popular choice of communication with a congressional office. Your purpose for writing should be stated in the first paragraph of the letter.

If your letter pertains to a specific piece of legislation, identify it accordingly, e.g., House bill: H. R. ____, Senate bill: S. ____.

Be courteous, to the point, and include key information, using examples to support your position. Address only one issue in each letter; and, if possible, keep the letter to one page.

Addressing Correspondence:

To a Senator:

Dear Senator _____:
The Honorable (full name)
__(Rm.#)__(name of) House Office Building
United States House of Representatives
Washington, DC 20515

To a Representative:

Dear Representative _____
The Honorable (full name)
__(Rm.#)__(name of) Senate Office Building
United States Senate
Washington, DC 20510

**When writing to the Chair of a Committee or the Speaker of the House, it is proper to address them as: Dear Mr. Chairman or Madam Chairwoman: or Dear Mr. Speaker:

Capwiz: Your Communications Tool to Congress

Government policies impact all appraisers. They can also impact opinions of value. One of the most important things members of the Appraisal Institute can do is advocate for themselves—and their profession—by contacting their government representatives.

Contacting legislators shouldn't have to be an inconvenient process. Thanks to an interactive electronic program the Appraisal Institute's Washington office has implemented, now it doesn't have to be.

Accessible through the Appraisal Institute's Government Affairs Web page (www.appraisalinstitute.org/govtaffairs/default.asp), as well as through its own URL (capwiz.com/appraisal/home/), Capwiz is an Internet-based grassroots letter-writing program that connects Appraisal Institute members to all members of Congress and Federal agencies as well as state governors, members of the 50 state legislatures, and locally-elected officials. Capwiz has been used by both individual AI members as well as entire Chapters to send e-mail correspondence to officials.

Both the Capwiz federal, state and local features utilize users' 5 and 9 digit ZIP codes. Upon typing in one's ZIP code, the program automatically takes users to their currently elected officials (federal, state or local, depending upon which feature is selected.) Biographical and contact information for each official is provided. Users of the Capwiz State feature can also search by name and committee for officials in their state's legislature. Easy-to-follow, interactive features make sending letters to government officials a quick, simple and painless process.

Start writing to your officials today! In addition, if your Chapter wishes to utilize the Capwiz program to address a federal or state legislative or regulatory issue, please contact the AI Washington office for assistance. We will be happy to help AI Chapters draft, post and distribute Action Alerts to your chapter members.

Should you have any questions on how to use Capwiz, feel free to contact Bill Garber, Director, Government Affairs at 202-298-5586, or bgarber@appraisalinstitute.org or Isabel Parker, Coordinator, Legislative and Regulatory Affairs, at 202-298-5597, or iparker@appraisalinstitute.org.

Key Contacts

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Your Regional Government Relations Committee Representative

Your Chapter Leadership

Your Chapter Government Affairs Chairs