

Revaluation Information Form

You can complete this form on line at www.valoff.ie

(Please use black pen to complete form.)

Property Address:

Property No

Pin Code

1. Occupiers Details:

Trading Name

A.

Contact Name

B.

Telephone No

C.

Email

D.

Name of Managing Agent (if any)

E.

2. Ownership Of Premises:

Do you own these premises?

Yes

No

If "Yes", and you purchased the premises within the past five years, please give:

Date Of Purchase: / / € , ,

(mm/yyyy) Purchase Price

3. Landlord's Details:

Landlord's Name

Address

Are you connected to the Landlord?

Yes

No

If "Yes", Please indicate:

Family

Business

Other

(Please use black pen to complete form.)

4. Lease Details: (Where the property is Leased)

- A. Commencement date of current lease: / (mm/yyyy)
- B. Length of lease: (For example, 9 years / 25 years) Years Months
- C. Rent review period: (For example, every 5 years) Years
- D. Date of last review: /
- E. Annual rent agreed at last review or start of lease: € , ,
- F. Is this the rent you currently pay: Yes No
- G. If "No", state current rent payable per annum (ex VAT): €
- H. Date of next break clause if any: (mm/yyyy)

5. Who is responsible for payment of? (Fill the appropriate boxes)

- A. External repairs: Landlord Tenant Both
- B. Internal repairs: Landlord Tenant Both
- C. Building Insurance: Landlord Tenant Both
- D. Rates: Landlord Tenant Both

6. Rent Free Period:

- Was there a rent free period at the start of your Lease? Yes No
- If "Yes", how long was the rent free period? Years Months

7. Premium Details:

- A. Did you pay a premium at the start of your lease? Yes No
- B. Did you receive a premium at the start of your lease? Yes No

NB. A premium is a capital sum paid over and above the rent agreed. It does not relate to monies paid in respect of fixtures, fittings, stock or goodwill etc.)

If you did pay or receive a premium, how much was it? € , ,

8. Responsibility for fitting out the property:

Who was responsible for fitting out the property: Landlord Tenant Both

If the fit out occurred within the last 5 years, give the approximate cost and details: (Exclude Furniture & Fittings) € , ,

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Filling it in on line would be of great help to the office and we would encourage you to do so.

Your Questions Answered

Is there a facility to fill this form in on line?

Yes. For your convenience this form may be filled in on line at www.valoff.ie.

Why do I need to fill in this Revaluation Information Form?

To carry out a Revaluation we need access to as much reliable rental information as possible. You filling in this form is the important first step in the process of Revaluation

Will my information be passed on to other bodies?

The information you provide will be kept confidential and will be used by the Valuation Office for the purpose of valuation only.

For more detailed information please read the enclosed information leaflet or log on to www.valoff.ie.