



## **Supporting Evidence required for Centres for Asylum Seekers**

The details and particulars required from you are:

1. Market information, as follows:
  - a. Copy of the lease for properties held on lease
  - b. Date of purchase and price paid, for freehold and leasehold properties acquired over the past 5 years
  - c. Full details of all franchise, licence and other arrangements in relation to the operation of the property
  
2. Accounts and trading information: Where you are submitting an alternative estimate of Net Annual Value and are supporting your estimate by reference to the trading information for the property, you must provide copies of the audited accounts for the period 2018 to 2022. The supporting information provided should, where relevant, also include Management accounts to cover same period, to include a breakdown of turnover between the various trading activities.
  
3. Construction and redevelopment information, as follows:
  - a. Details and costs of construction/redevelopment works carried out over the past 5 years
  
4. General details:
  - a. Site and floor plans for the building, suitable for scaling
  - b. Local Authority and An Bord Pleanala planning file reference numbers
  - c. Details of property to include age, area in square metres by floor, car park numbers and details of facilities provided
  - d. Details of capacity, no. of bedrooms, no. of bedspaces
  - e. Details of occupancy levels for each year from 2018 to 2022
  - f. Full copy of contract / agreement with the relevant State Department