

Revaluation Information Form

You may complete this form online at www.valoff.ie

Property Number	PIN Code

If you are unsure as to what property this form relates to, you can obtain the relevant property address online at www.valoff.ie. You will need the relevant Property Number and PIN Code as provided above to log in.

(Please use black pen to complete the form.)

1. Occupier's Details

Occupier Name *(Owner Name where owner is occupier)*

A.

Trading Name

B.

Companies Registration Office (CRO) Number

C.

Eircode

D.

Telephone Number

E.

Email Address *(if any)*

F.

Name of Managing Agent *(if any)*

G.

Management Agent Number

i.

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 / (Month and Year)

Purchase Price € , ,

*Where there is a tenancy or rental agreement please fill in Sections 3 to 9.

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3. Landlord's/Owner's Details

Landlord's/ Owner's Name

Address

Eircode

Are you connected to the Landlord?

Yes

No

If "Yes", please indicate

Family

Business

Other

4. Lease Details(Where the property is leased)

A. Stamping document ID (as notified to PSRA):

 /

This is the number received from the Revenue eStamping System. It is 9 digits and one letter

B. Commencement date of current lease:

 / (Month and Year)

C. Length of lease: (example; 9 years and 4 months)

 Years Months

D. Rent review period: (example, every 5 years)

 Years

E. Date of last review:

 / (Month and Year)

F. Annual rent agreed at last review or start of lease:

 € , ,

G. Is this the rent you currently pay?

Yes

No

H. If "No", state current rent payable per annum (ex VAT):

 € , ,

I. Date of break clause, if any:

 / (Month and Year)

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

***Owner where Owner is Landlord**

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

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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 fittings, fixtures, 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*) € , ,

9. Please indicate how your rent is calculated

A. Open market rental value:

B. A percentage of turnover:

C. A stepped rent agreement:

D. Indexation (e.g. CPI):

E. Other / or any combination of the above:

(Please give details below)

NB: A stepped rent is where the lease rent is subject to pre-determined increases or decreases to the rent determined on the commencement of the lease.

If you wish to provide any additional detail relative to how your rent is calculated please do so here:

10. Property Details

A. How many car spaces do you occupy exclusively?

B. Please specify floor level of building occupied? (e.g. basement, ground floor, 1st Floor, etc.)

C. What is the approximate floor area occupied in total: m² (*Square Metres*)

D. Please give details of property use: (e.g. shop, restaurant, factory, warehouse, etc.)

