



Revaluation Information Form

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

PIN Code

(Please use a black pen to complete the form.)

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

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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: / (mm/yyyy)

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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9. Please indicate how your rent is calculated:

A. Open market rental value : D. Indexation (eg. C.P.I) :

B. A percentage of turnover: E. Other/or any combination of above
(Please give details below)

C. A stepped rent agreement: NB: A stepped rent is where the lease rent is subject to predetermined increases or decreases to the rent determined at 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? Open: Covered:

B. Please specify floor level of the building occupied. (eg Basement, Ground Floor, 1st floor, etc)

C. What is the approximate floor area occupied in total: Square Meters

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

11. If you want to give any additional information, please do so below:

12. I confirm to the best of my knowledge, the above information is correct:

Signature: / /

Name (Block Capitals) (dd/mm/yyyy)

Position (eg Occupier, Company Director, etc)

Thank you for completing this form. Please return it in the envelope provided.

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