



QST/GB/2

R A VALUATION SERVICES LIMITED
BUSINESS VALUATION

The following questionnaires should be completed, as fully as possible, to enable R A Valuation Services Limited to perform a valuation for the Business.

Please complete a *Valuation Questionnaire* (QST/GB/2) for the **main** outlet of the Business and for any additional outlets relating to the business.

In addition please provide the following information:

- **Internal and external photographs**
- **A copy of the last three years trading accounts**

Please do not provide other supporting documents unless requested

We have tried to make this questionnaire as easy as possible to complete, should you require any clarification or assistance please do not hesitate to contact us on 01425 402402. Alternatively please visit our website www.ravaluationservices.com

Return your completed questionnaire and instruction form with your initial payment cheque (see details on Instruction Form) to:

**R A Valuation Services Limited
Elizabeth House
Unit 13 Fordingbridge Business Park
Ashford Road
Fordingbridge
Hampshire SP6 1BZ**



R A VALUATION SERVICES LIMITED
VALUATION QUESTIONNAIRE

GENERAL INFORMATION

Your name:

If the business is a limited company, is the client the company or yourself?

.....

Name of Business:

Scope of Business:

Address of Business:

.....

..... Postcode:

Home / Private Address:

.....

..... Postcode:

Tel number: Email address:

Mobile Tel number: Home Tel number:

Number of Persons employed in the business, other than principals - please give details:

.....

.....

Scope of the Business: (a brief description of services provided)

.....

.....

What are the opening / operating hours of the Business

.....

In what year was the Business established:

And by whom:

What is your position in the Business:

When did you join the Business:.....

Is the Business operated as a:

Sole Practitioner [] Partnership [] or Limited Company []

How many partners or directors are there :

Please detail the role of the proprietor, partners or directors and the time spent by each working in the Business in terms of days per week, covering the last 3 years

.....

.....



Reason for valuation:

PROPERTY DETAILS

Is the property:

Dedicated to the Business []

Business and domestic combined []

Other (please specify):

.....

What proportion of the space is used by the Business:%

Is the property freehold or leasehold? If premises are **freehold**, who owns the freehold and is a rent paid by the Business.....

If the property is **freehold** what, in your opinion, is its approximate current market value (if you have not had a recent property valuation, please give your best estimate)? £

What would you consider to be an appropriate rent if leased? £

If the property is **leasehold**, please give details of:

Term of leaseyears

Unexpired term remainingyears

Review period, everyyears

Current rental £ per annum

Next review due

If a rent review is due within 1 year, what would you expect the new rent to be: £.....per annum

What, in your view, is the general condition of the property today?

Excellent []

Good []

Fair []

Poor []

What are the Current Rates payable? £ per annum

Briefly describe the amount of space, number of rooms, etc. and details of non Business utilisation e.g. letting or sub-letting, if any:

.....
.....
.....
.....
.....
.....

Does the Business have a Shop Frontage? YES / NO



LOCAL TRADING CONDITIONS

The location of the Business is:

- Centre of town/city []
- Secondary []
- Edge of town []
- Suburbs []
- Country/village []
- Other (please specify):

.....
Approximately, what is the population of the local catchment area?

Please describe the competition in your area – or - town – or – region:

.....
.....
.....

Please state if any competition has opened in the last 2 years:

.....

Briefly describe, if you can, local trading conditions for the Business (i.e. close to a bus stop or car park, shopping centre, depressed, expanding etc.):

.....
.....

Are there any significant changes (such as town centre development, pedestrianisation, etc.) planned or expected within the next 2 years, and if so, how are they likely to benefit or affect the Business:

.....
.....
.....

FINANCIAL INFORMATION

Have the accounts been prepared by qualified accountants? YES / NO

Is there any reason why the last reported year's sales and trading profits should not be either repeated or exceeded in subsequent years?

.....
.....
.....



CUSTOMER BASE

Provide a breakdown of your main client / customer base in order of proportion of business:

Client 1 approx percentage of sales:%

Client 2 approx percentage of sales:%

Client 3 approx percentage of sales:%

Client 4 approx percentage of sales:%

Client 5 approx percentage of sales:%

FIXTURES, FITTINGS & EQUIPMENT

In your opinion, the equipment in the Business is:

Modern []

Elderly []

Needing replacement []

Other (please specify):

.....

Please give details of any material leasing or HP arrangements with equipment description, lease HP payments per month and term to go (include, if necessary, separate details):.....

.....

.....

Please supply details of important and recent (last 2 years) equipment purchases:

.....

.....

.....

.....

.....

.....



FORM OF INSTRUCTION

1 May 2010

To RA Valuation Services Limited

I hereby instruct you to perform a valuation of the business as described and agree to pay you the appropriate valuation fee to the terms shown below. I hereby authorise you to contact my accountant if necessary to obtain further details of any accounts or financial information supplied to you.

Name.....Signed.....Date.....

Valuation Fees:

- | | | |
|--|------------|--------------------------|
| 1. Standard valuation fee for single outlet business: | £750 + VAT | <input type="checkbox"/> |
| 2. Update of previous valuation (within 1 year) | £350 + VAT | <input type="checkbox"/> |
| 3. Standard valuation for single outlet business with fast track service | £900 + VAT | <input type="checkbox"/> |

Please tick appropriate box

Payment terms: £200.00 per valuation payable with instruction, balance strictly on presentation of invoice.

Normal turnaround time: Report ready for despatch within four weeks of receipt of all financial and other information necessary for us to complete the valuation.

Fast-track service (seven to ten working days from receipt of all necessary information) normally available at extra £150 + VAT. Subject to confirmation

Please return your completed questionnaire and instruction together with your initial payment cheque for £200 per valuation made payable to RA Valuation Services Limited in the envelope provided to:

**RA Valuation Services Limited
Elizabeth House
Unit 13 Fordingbridge Business Park
Ashford Road
Fordingbridge
Hampshire SP6 1BZ**