

**R A VALUATION SERVICES LIMITED PRAC**

**R A VALUATION SERVICES LIMITED
BUSINESS VALUATION INITIAL QUESTIONNAIRE (IQ1)**

Please note that this questionnaire is generic so requires completion only where relevant to the specific business to be appraised.

R A Valuation Services will forward further questions (relevant to the sector or business) and accompanying financial information.

**In addition, please provide the following information:**

* **Copies of the last three years trading accounts**
* **Management accounts (if applicable)**
* **Other information that may be directly relevant to the valuation**

We aim to make this questionnaire straightforward and quick to complete. Contact us if you require any clarification.

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**GENERAL INFORMATION:**
Your Name:

Contact Telephone/Mobile Number:

Email Address:

Business Name:

Business Type/Sector:

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

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**For the basic fee structure or a specific quote please contact us using the details below.**

**Tel: 01425 402 402 || Email:** **info@ravaluations.com** **|| Web:** [**www.ravaluationservices.com**](http://www.ravaluationservices.com/)

Please return your completed questionnaire by email to info@ravaluations.com

R A Valuation Services Limited
Church Hatch Centre
22 Market Place
Ringwood
Hampshire BH24 1AW

N.B. documents received in hard copy will be digitised and the original copies will be disposed of securely. Please advise us at the time of instruction if you require the return of any documents to ensure safe return.

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**BUSINESS DETAILS:**

Business Address:

Postcode:

Telephone:
(N.B. we will not contact you at your place of business unless you advise us to)

Number of offices, sites or retail outlets in the business (including main one):

In what year was the business established?

And by whom?

When did you join?

The business operates as a: Sole Practitioner / Partnership / LLP / Ltd Company

What is your position in the business (e.g. director)?

And your Role?

Reason for valuation (e.g. sale):

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:

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| Role: | Days per week in business: |
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No. of persons employed (other than owners):

Please detail the role of each member of staff:
(if staff members exceed 10, please detail key employees or management team only)

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| Role: | Days per week in business: | Approx. length of service: |
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Scope of the business (a brief description of the services or products provided):

What are the opening / operating hours?

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**PROPERTY DETAILS (if not relevant go to FINANCIAL INFORMATION ON PAGE 4):**

Is the property?

 Business use only: yes/no
 Business and domestic combined: yes/no
 Other (please specify): yes/no

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 lease (in years):

 Unexpired term remaining (in years):

 Review period, every (in years):

 Current rental: £ per annum

 Next review due:

 If a rent review is due within a year, what would you expect a 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:

Is there shop frontage? yes/no

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**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?

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**FIXTURES, FITTINGS & EQUIPMENT:**

In your opinion is the equipment in the business?

 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: