



**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:**

**Internal and external photographs**

**A copy of the last three years' trading accounts**

**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.

<b>GENERAL INFORMATION:</b>	Ref:	<input type="text"/>
Your Name:	<input type="text"/>	
Business Name:	<input type="text"/>	
Business Type/Sector:	<input type="text"/>	

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

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

Please return your completed questionnaire either by email to [info@ravaluations.com](mailto:info@ravaluations.com) or post to:

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

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.



**PERSONAL DETAILS:**

Private Address:   
  
  
 Postcode:

Telephone:

Mobile:

Email Address:

**Your confidentiality is important to us.**

Would you like to only be contacted using these (private) details?

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

**BUSINESS DETAILS:**

Business Address:   
  
  
 Postcode:

Telephone:

No. of outlets in the business (inc. main one):

In what year was the business established?

And by whom?

When did you join?

The business operates as a: Sole Trader:  Partnership:  Ltd Company:

**BUSINESS DETAILS (continued):**

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 in terms of days per week, covering the last 3 years (including your working input):

	Role:	Days per week in business:
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

No. of persons employed (other than owners):

Please detail the role of each member of staff:

	Role:	Days per week in business:	Approx length of service:
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

What are the opening / operating hours?

**PROPERTY DETAILS (if not relevant go to FINANCIAL INFORMATION ON PAGE 5):**

Is the property?

Business use only:

Business and domestic combined:

Other:

Proportion of the space is used by 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 it's approximate current market value (give best estimate if you have not had a recent property valuation)?

£

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

£

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

Term of lease:

 years

Unexpired term remaining:

 years

Review period, every:

 years

Current rental:

£  per annum

Next review due:

If a rent review is due within a year, what is the new rent likely to be?

£  p.a.

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

Excellent:

Good:

Fair:

Poor:

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?

**FINANCIAL INFORMATION:**

Approximate annual (or latest year's) turnover £

Have accounts been prepared by qualified accountants?

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

**FIXTURES, FITTINGS & EQUIPMENT (if relevant):**

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: