



## Template for Land and Building Valuations

The following template seeks to capture information required to ensure that the valuer's (or other relevant professional's) costs to undertake the valuation process are contained where possible.

This template should be read in conjunction with the information provided in Chapter 3 of the Non-Current Asset Policies for the Queensland Public Sector (including Appendix 3.3 Content Required from Valuers (or Other Relevant Professionals) and Better Practice Guidelines for Valuation Instructions and the Sample Valuation Letters located within the NCAP Tools. Items identified with \* should be considered mandatory.

### Section 1: Asset Description: .....

Property Name: *	
Property Address and Region/Area/District: *	
Real Property Description: *	
Building Description:	
Full Asset Number: *	
Government Land Register Number: *	
Land Area: *	
Net Lettable Area:	
Gross Floor Area:	
Valuation Basis: *	
Capitalisation Rate:	
Present Valuations Recorded: <ul style="list-style-type: none"> <li>• Land</li> <li>• Improvements</li> <li>• Building</li> <li>• Significant Components (per Section 3 of the Non-Current Asset Policies for the Queensland Public Sector)</li> <li>• Total</li> </ul>	
Construction or Capitalisation Date: *	
Total Estimated Useful Life:	
Expired Useful Life:	
Estimated Remaining Useful Life:	
Residual Value & assumptions:	
Where recorded, accumulated depreciation	
Recent maintenance/capital expenditure:	

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Restrictions (i.e. zoning) that may impact value of land:	
Lease details (if applicable) *	
Other relevant information	

### Section 2: Other Information

Have the following been attached:

	Yes	No	N/A
Photograph of property/asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset Management and Maintenance Plan or Condition Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building plans and/or floor plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cadastral map locating the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: The information provided in this schedule is in no way intended to constrain the valuers (or other relevant professionals) from providing a professional opinion.

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