



ABC Ltd.  
123 Main Street,  
County Town,  
County

Notice to Occupier - Private & Confidential

### Proposed Valuation Certificate

This is an important document. Please read it in conjunction with the enclosed Explanatory Letter and the summary on the reverse of this page.

Issue of Proposed Valuation Certificate pursuant to Section 26 of the Valuation Act 2001 as amended.

Revaluation of County Council Area					
Property Number:	1234567	PIN:	ABCD	Issue Date:	23 <sup>rd</sup> September 2022
Proposed Valuation:	€ 10,560	Rating Authority:		COUNTY COUNCIL	
	Final date for submission of representations:			1 <sup>st</sup> November 2022	
Category:	RETAIL (SHOPS)	Property Use:	SHOP		
Property Address:	ABC Ltd. 123 Main Street, County Town, County				

Declan Lavelle  
Valuation Manager

**The Proposed Valuation above is not your rates liability.**

Your rates liability will be calculated by multiplying the Valuation of the property, set by the Valuation Office, by the Annual Rate on Valuation (ARV) which will be set by your Local Authority.

$$\text{Rates Bill} = \text{Valuation} \times \text{ARV}$$

Please refer to your Local Authority website for further information about the indicative Annual Rate on Valuation (ARV) or use the calculator at [www.valoff.ie](http://www.valoff.ie) to estimate your indicative rates liability based on the proposed valuation.

**If you consider any of the details in the certificate are incorrect, you should request that it be reviewed by making representations. There is no charge for this review. Requests must be submitted by 1st November 2022.**

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### The calculation of your proposed valuation:

The table below summarises the elements (different floor levels, floor uses and floor areas) that were taken into account in calculating your proposed valuation.

Please review this carefully.

Floor Level	Floor Use	Floor Area (m2)	€ per m2	Total Valuation €
0	RETAIL ZONE A	28.06	160.00	4,489.60
0	RETAIL ZONE B	28.06	80.00	2,244.80
0	RETAIL ZONE C	45.14	40.00	1,805.60
0	RETAIL ZONE REMAINDER	39.22	20.00	784.40
0	STORE	62	20	1,240.00
<b>Proposed Valuation (Rounded)</b>				<b>€ 10,560</b>

Please note that at this stage of the revaluation process you may request a review, free of charge. If you consider any of the details in the certificate are incorrect, you should request that it be reviewed by making representations. Requests may be made online at [www.valoff.ie](http://www.valoff.ie) or on the valid form by post. The request must be submitted by 1st November 2022 to be considered.

Data protection information is available at <https://www.valoff.ie/en/about-us/corporate-policies/data-protection/>.

If you have questions about your valuation, please visit the FAQ section of our website at [www.valoff.ie](http://www.valoff.ie), e-mail [reval2023@valoff.ie](mailto:reval2023@valoff.ie) or telephone (01) 584 6753 from 9.00 am-1.00 pm and 2.00 pm-5.00 pm Monday to Friday (excluding public holidays).

Declan Lavelle  
Valuation Manager



Dear Occupier,

The Valuation Office is conducting a revaluation of all commercial and industrial properties in your rating authority area as part of the programme to revalue all such properties in the State.

I now enclose your **Proposed Valuation Certificate**; this is an important document, please review it.

The certificate states the valuation of your property, which I intend to enter on the new valuation list for your Local Authority. That list will be published in September 2023 and will be used to calculate your rates liabilities from 2024 onwards.

The valuation of your property has been assessed and the table on the back of the certificate summarises how your valuation was calculated. This is not your rates liability. Your rates liability will be calculated by multiplying the valuation of the property, set by the Valuation Office, by the Annual Rate on Valuation (ARV) which will be set by your Local Authority.

Please review the details contained in the certificate to ensure that they are correct. If they are correct and you are satisfied with the proposed valuation, no action is needed.

If you consider any of the details in the certificate are incorrect, you should request that it be reviewed by making representations. Requests must be submitted by 1st November 2022. There is no charge for this review. Please note that the consideration of representations may require an inspection of your property.

There are two options open to you if you wish to make representations:

**Online:** Using your Property Number and the PIN, provided on the certificate, follow the representations link at [www.valoff.ie](http://www.valoff.ie).

**By Post:** If you do not have internet access, contact the Valuation Office to request a copy of a valid representations form.

Please note:

- The final date for submission of representations is 1st November 2022.
- Representations must be made either online or by post using the form provided.
- You will receive confirmation that your request for review has been received.
- The outcome of the review will be reflected in the final Valuation Certificate which will issue in September 2023.
- The consideration of representation reports will then be made available on request.

If you need further information, please visit the FAQ section of the website at [www.valoff.ie](http://www.valoff.ie). Further ratepayer support is available by emailing [reval2023@valoff.ie](mailto:reval2023@valoff.ie) or by telephone at (01) 584 6753 from 9.00 am-1.00 pm and 2.00 pm-5.00 pm Monday to Friday (excluding public holidays).

Yours faithfully,

Declan Lavelle  
Valuation Manager

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A Áititheoir, a chara,

Tá athluacháil ar bun ag an Oifig Luachála ar an maoin tráchtála agus tionsclaíochta uile atá i do limistéar údarás rátúcháin mar chuid den chlár chun athluacháil a dhéanamh ar gach maoin dá leithéid sa Stát.

Féach faoi iamh do **Dheimhniú Luachála Beartaithe**. Is cáipéis thábhachtach an Deimhniú seo agus déan é a scrúdú.

Cuirtear in iúl ar an deimhniú luacháil do mhaoine, a bhfuil sé i gceist agam í a chur isteach ar an liosta nua luachála do Údarás Áitiúil. Foilseofar an liosta sin i Meán Fómhair 2023 agus úsáidfear é chun do dhliteanas rátaí don bhliain 2024 ar aghaidh a ríomh.

Rinneadh luacháil do mhaoine a mheas agus tá achoimre sa tábla atá ar an taobh lastall den deimhniú ar an tslí inar ríomhadh do luacháil.

Ní hé seo do dhliteanas rátaí. Ríomhfar do dhliteanas rátaí trí luacháil na maoine, arna socrú ag an Oifig Luachála, a iolrú faoin Ráta Bliantúil ar Luacháil a shocróidh d'Údarás Áitiúil.

Déan na sonraí ar fad atá sa deimhniú a athbhreithniú chun a chinntiú go bhfuil siad ceart. Má tá siad ceart agus má tá tú sásta leis an luacháil bheartaithe, níl gá le gníomhú.

Más dóigh leat go bhfuil aon mhionsonraí ar an Deimhniú míchruinn, ba cheart duit a iarraidh go ndéanfaí athbhreithniú air trí "uiríll" a dhéanamh. Ní mór iarrataí ar athbhreithniú chur isteach faoin 1 Samhain 2022. Ní ghearrtar táille ar an athbhreithniú sin, agus, mar chuid de, is féidir go ndéanfaí cigireacht ar do mhaoin.

Tá dhá rogha ar fáil duit más mian leat uiríll a dhéanamh:

- Ar Líne:** Trí d'Uimhir Maoine agus an PIN a úsáid, atá tugtha ar an deimhniú, lean an nasc maidir le huiríll ar líne ag [www.valoff.ie](http://www.valoff.ie).
- Sa phost:** Mura bhfuil rochtain agat ar an idirlíon, déan teagmháil leis an Oifig Luachála chun cóip den Fhoirm Uiríoll bailí a iarraidh.

Tabhair ar aird:

- Is é an dáta deiridh a ghlacfar le huiríll an 1 Samhain 2022.
- Ní mór uiríll a dhéanamh ar líne nó sa phost tríd an bhfoirm a chuirtear ar fáil a úsáid.
- Gheobhaidh tú deimhniú go bhfuarthas d'iarraidh ar athbhreithniú.
- Beidh toradh an athbhreithnithe le sonrú ar do Dheimhniú Luachála deiridh a eiseofar chugat i mí Mheán Fómhair 2023.
- Cuirfear breithniú na dtuarascálacha uiríoll ar fáil ar iarratas.

Má theastaíonn tuilleadh eolais uait, téigh chuig an gcuid dár láithreán gréasáin maidir le Ceistanna Coitianta ag [www.valoff.ie](http://www.valoff.ie), cuir ríomhphost chuig [reval2023@valoff.ie](mailto:reval2023@valoff.ie) nó cuir glaoch ar (01) 584 6753 ón 9.00am-1.00pm agus ón 2.00pm-5.00pm ó Luan go hAoine (gan laethanta saoire poiblí san áireamh).

Is mise le meas,  
Declan Lavelle  
Bainisteoir Luachála