



<<PropNo>>

Revaluation of your rating authority area

EXPLANATORY LETTER

Dear Occupier,

As you are aware, the Valuation Office has been conducting a revaluation of all commercial and industrial properties in your area as part of its ongoing programme to revalue all such properties in the State. To this end, I now enclose your **Proposed Valuation Certificate**. This Certificate is an important document and it is in your interest to review it immediately.

The enclosed Proposed Valuation Certificate states the **Proposed Valuation** known as Net Annual Value in relation to your property which I propose to enter on the new valuation list for your County. This list will be published in October 2018, and will be used to calculate your rates liabilities for 2019 and subsequent years.

More information on Revaluation is available at **www.valoff.ie**

Occupier Assisted Valuation

The revaluation of Laois County Council rating authority area began on 26th February 2018 using Part 5A of the Valuation Acts 2001-2015, which allows a revaluation to be conducted using elements of self assessment known as "Occupier Assisted Valuation".

You received a Notice relating to your property on or about the 26th February 2018. On receipt of this Notice you were required to make a submission to the Valuation Office regarding the value of your property before the 16th April 2018.

Our records indicate that you have submitted a valuation of <<OccupierValuation>>.

The valuation you submitted has been accepted and now forms part of the Proposed Valuation Certificate.

Reviewing your Proposed Valuation Certificate

The Valuation of your property was arrived at by reference to relevant market information at the specified valuation date of the **30th October 2015**. The table on the back of your Proposed Valuation Certificate summarises how your valuation was calculated.

You should review all the details contained in the Proposed Valuation Certificate to ensure that they are correct.

What if something is wrong?

If you consider that any of the details contained in the enclosed Proposed Valuation Certificate are incorrect, you should bring this to my attention by making "representations". Valid representations must be made within 40 days from the date of issue on your Proposed Valuation Certificate. Accordingly, the final date for receipt of representations in respect of the enclosed Proposed Valuation Certificate is 20th of August. The Valuation Office does not charge a fee for representations. Please note that consideration of representations may require an inspection of your property.

How do I make representations?

You may make representations to me, as follows:

- (1) Online: Using your **Property Number** and **PIN**, provided on the Proposed Valuation Certificate, you can make representations at **www.valoff.ie**, or



- (2) If you do not have access to the internet, contact the Valuation Office helpline directly and we will arrange to forward a Representations Form to you by return. **Please note that the deadline for submission is the same for hardcopy submissions, i.e. no extensions will be permitted.**

Detailed assistance in how to make representations is available at **www.valoff.ie**.

Note that representations must be made on the representations form specified under Section 5 of the Valuation Acts 2001–2015.

Contact us if you need assistance

If you need clarification on any aspect of this letter you may e-mail laoisreval@valoff.ie or contact our **Helpline** by telephoning **01 817 1033** between 9.30am and 5.30pm Monday to Friday, excluding public holidays.

Yours sincerely

Terence Fahey
Valuation Manager

Más mian leat cóip Ghaeilge den doiciméad seo a fháil, seol ríomhphost chuig laoisreval@valoff.ie nó glaoigh ar **01 817 1033**, le do thoil.