



John Smith  
1 Main Street  
Monaghan  
Co. Monaghan

## Notice to Occupier - Private & Confidential

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

This is an important document. Please read it in conjunction with the enclosed Explanatory Letter.

## Proposed Valuation Certificate

**The Proposed Valuation below is not your Rates Liability**

Revaluation of Monaghan County Council Rating Authority Area					
<b>Property Number:</b>	123456	<b>PIN:</b>	ABCD	<b>Issue Date:</b>	15 <sup>th</sup> March 2019
<b>Proposed Valuation: (Net Annual Value)</b>	€ 19,360	<b>Rating Authority:</b>		MONAGHAN COUNTY COUNCIL	
<b>Final date for submission of representations:</b>				23 <sup>rd</sup> April 2019	
<b>Category:</b>	RETAIL (SHOPS)	<b>Property Use:</b>	SHOP		
<b>Property Address:</b>	1 MAIN STREET MONAGHAN CO. MONAGHAN				

If you are **dissatisfied** with any of the material particulars stated in the Proposed Valuation Certificate above, you may make representations to the Valuation Manager within 40 days from the date of issue of this notice.

Declan Lavelle  
Valuation Manager

**The basis of calculating your Proposed Valuation is on the reverse of this document. Please review it carefully in conjunction with the enclosed explanatory letter**

**Amount of Rates:**

Your rates liability for 2020 and subsequent years can be estimated by **multiplying the Proposed Valuation of the property in the table above, by the “Annual Rate on Valuation” (ARV) which is set by the local authority.**

You will find an indicative ARV for MONAGHAN COUNTY COUNCIL on <LAWwebsite> or by calling <LAPhone>  
You can use this figure to estimate your indicative rates liability for 2020



## How was my Proposed Valuation calculated?

The table below summarises the elements (different floor levels, floor uses and floor areas) that we have included in calculating your Proposed Valuation. Please review this carefully.

Floor Level	Floor Use	Floor Area (m2)	NAV € per m2	Total NAV €
	RETAIL ZONE A	49.19	280.00	13,773.20
	RETAIL ZONE B	34.53	140.00	4,834.20
	RETAIL ZONE C	21.99	28.00	615.72
	STORE	21.99	28.00	615.72
		<b>Total NAV (Rounded)</b>		<b>€ 19,360</b>

If any of the elements detailed in the table above are incorrect, or you are **dissatisfied** with the Proposed Valuation, you may make representations to the Valuation Manager within 40 days from the date of issue of this Notice.

## The Proposed Valuation above is not your Rates Liability

### Data Protection

The Valuation Office is subject to the Data Protection Acts 1988, 2003 and 2018 and the General Data Protection Regulation. Information provided to the Valuation Office is used for the purposes of carrying out functions under the Valuation Acts 2001 - 2015.

Further information on the data protection policies and procedures adopted by the Valuation Office is available at [www.valoff.ie](http://www.valoff.ie)

If you need clarification on any aspect of this notice you may e-mail [Reval2019@valoff.ie](mailto:Reval2019@valoff.ie) or contact our **Helpline** by telephoning **01 817 1033** between 9.30am and 5.30pm Monday to Friday, excluding public holidays.

Más mian leat cóip Ghaeilge den doiciméad seo a fháil, seol ríomhphost chuig [Reval2019@valoff.ie](mailto:Reval2019@valoff.ie) nó glaoigh ar **01 817 1033**, le do thoil.



## 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** (*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 September 2019, and will be used to calculate your rates liabilities for 2020 and subsequent years.

More information on Revaluation is available at [www.valoff.ie](http://www.valoff.ie)

#### 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 **15<sup>th</sup> September 2017**. 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's 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 23<sup>rd</sup> April 2019. 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 the Valuation Manager, as follows:

- (1) Online: Using your **Property Number** and **PIN**, provided on the Proposed Valuation Certificate, you can make representations at [www.valoff.ie](http://www.valoff.ie), or
- (2) If you do not have access to the internet, contact the Valuation Office 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 help for making representations is available at [www.valoff.ie](http://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 [Reval2019@valoff.ie](mailto:Reval2019@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,

Declan Lavelle  
Valuation Manager



## Do limistéar údaráis rátúcháin a athluacháil

### LITIR MHÍNITHE

A Áititheoir, a chara,

Faoi mar is eol duit, tá athluacháil ar bun ag an Oifig Luachála ar an maoin tráchtála agus tionsclaíochta uile atá i do cheantarsa mar chuid dá chlár leanúnach athluacháil a dhéanamh ar mhaoin dá leithéid sa Stát. Chuige sin, cuirim faoi iamh do **Dheimhniú Luachála Beartaithe**. Is cáipéis thábhachtach an Deimhniú seo agus is é do leas é a scrúdú láithreach.

Cuirtear in iúl ar an Deimhniú Luachála Beartaithe an **Luacháil Bheartaithe** (*Glanluach Bliantúil*) i ndáil le do chuid maoinne agus molaim go gcuirfí í leis an liosta nua luachála a bhaineann le do Chontae. Foilseofar an liosta sin i Meán Fómhair 2019 agus bainfeadh úsáid as chun do dhliteanais rátaí don bhliain 2020 agus do na blianta eile ina diaidh a ríomh.

Tá tuilleadh eolais ar Athluacháil ar fáil anois ag [www.valoff.ie](http://www.valoff.ie)

#### Do Dheimhniú Luachála Beartaithe a Athbhreithniú

Thángthas ar luacháil do mhaoine trí tharraingt ar eolas ábhartha margaidh ar an dáta sonraithe luachála, an **15<sup>ú</sup> Meán Fómhair 2017**. Tá achoimre sa tábla atá ar an taobh lastall de do Dheimhniú Luachála Beartaithe ar an tslí inar ríomhadh do luacháil.

Ba cheart duit na sonraí ar fad atá sa Deimhniú Luachála Beartaithe a scrúdú d'fhonn a chinntiú go bhfuil siad cruinn.

#### An méid atá le déanamh má tá eolas míchruinn ann?

Más dóigh leat go bhfuil aon cheann de na sonraí sa Deimhniú Luachála Beartaithe míchruinn, ba cheart duit m'aird a tharraingt air seo trí "uirill" a dhéanamh. Is gá uirill bhailí a dhéanamh taobh istigh de 40 lá ón dáta ar eisíodh do Dheimhniú Luachála Beartaithe. Dá réir sin, is é an dáta deiridh a nglactar le huirill i leith an Deimhniú Luachála Beartaithe iniata ná

23 Aibreán 2019. Ní ghearrann an Oifig Luachála aon táille ar dhaoine as uirill a dhéanamh. Tabhair ar aird go bhféadfadh gur ghá do chuid maoinne a imscrúdú agus d'uiríoll á bhreithniú.

#### Conas is féidir liom uirill a dhéanamh?

Féadfaidh tú uirill a dhéanamh chuig an mBainisteoir Luachála, mar a leanas:

- (1) Ar Líne: Ag úsáid **d'Uimhir Maoine** agus do **PIN**, a chuirtear ar fáil ar an Deimhniú Luachála Beartaithe, is féidir leat uirill a dhéanamh ag [www.valoff.ie](http://www.valoff.ie), nó
- (2) Mura bhfuil teacht agat ar an idirlíon, déan teagmháil leis an Oifig Luachála agus cuirfimid Foirm Uiríoll chugat sa phost. **Tabhair ar aird gurb é an spriocdháta céanna atá ann le haghaidh uirill chóip chrua, i.e. ní cheadófar aon síneadh ama.**

Is féidir cabhair a fháil uirill a dhéanamh. Tá na sonraí ar fad ina thaobh sin ar fáil ag [www.valoff.ie](http://www.valoff.ie).

**Tabhair faoi deara go gcaithfeadh uirill a dhéanamh ar an bhfoirm uirill a shonraítear faoi Alt 5 d'Achtanna Luachála 2001-2015.**

#### Déan teagmháil linn má theastaíonn cúnamh uait

Má theastaíonn soiléiriú uait ar aon ghné den litir seo, féadfaidh tú ríomhphost [Reval2019@valoff.ie](mailto:Reval2019@valoff.ie) a chur chugainn nó teagmháil a dhéanamh lenár Líne Chabhrach trí ghlaoch orainn **01 817 1033** idir 9.30am agus 5.30pm, Luan go hAoine, gan laethanta saoire poiblí san áireamh.

Is mise le meas,

Declan Lavelle  
An Bainisteoir Luachála