

CEV INTEGRAL APPRAISERS FOUNDATION

REPORT WRITING



PREPARED BY:

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INTRODUCTION

- The valuer receives instructions from the client to carry out valuation of land and building.
- Right from taking instructions from client, inspecting the property, collecting data, analyzing data and estimating value, whatever he has done is to be reported in writing.

- Report should be transparent
- Report should not be ambiguous
- Easy Language
- Report should be very clear about scope of work
- Report should be clear about purpose of valuation
- Identification of client
- Subject of Valuation... list of properties if number of properties are to be evaluated
- Interest to be Valued
- Type of Property
- How the Property is used
- Basis or bases of Valuation
- Date of Valuation

- Limitations
- Declare information relied upon and reasonably its source also
- Express an opinion on Legal issue which can affect the valuation of property
- Status of Valuer and Disclosure of any previous involvement
- Currency that has been adopted
- Valuation approach or approaches adopted
- Hierarchy of approaches
- Assumptions
- Special Assumptions
- Reservations
- Any Special Instructions

- Nature and Source of information relied on
- Confirmation to valuation standards adopted
- Opinion of Value ... both in figures and words
- Signature
- Date of Report
- Notes
- Annexures
- Certificate

QUALITIES OF GOOD REPORT

- Report should be like painting, Sculpture or Architecture – art Form
- Pleasing in Appearance
- Orderly and organized
- Continuity
- Properly arranged
- Definite and concise

Thank

You

