

# GLP - PMC - Valuation Guideline 3: Acquisition Valuation Report Format

GLP/2004/1468 – Version 1

Endorsed 01/01/2000  
by PMC, Property Management Committee, Queensland Government

# Table of Contents

<i>Version history</i> .....	<b>1</b>
<i>Procedure</i> .....	<b>2</b>

## Version history

Version	Date	Comment
1	01/01/2000	Endorsed
1.1	23/03/2005	Conversion Project - New WORD/XML template
1.2	04/02/2008	Edit policy title
1.3	12/04/2010	Correct Department Name

# Procedure

## Report Summary

- Property Identification and Location
- Purpose of Valuation
- Owner
- Valuation Summary

## Body of Report

- Valuation Required By
- Purpose of Valuation
- Date of Valuation
- Date of Inspection
- Registered Proprietor
- Real Property Description
- Encumbrances on Title
- Local Government
- Area
- Shape/Dimensions
- Zoning
- Situation
- Roads and Access
- Services
- Use
- Nature of Land
- Improvements
- Effects of Resumption (where appropriate)
- Valuation Approach and Reasoning
- Valuation
- Remarks

## Appendices:

1. Schedule of Sales
2. Sales Comparisons and Remarks
3. Maps and Plans, Locality Map
4. Photographs, Sale and Subject
5. Owners Comments (if applicable)
6. Copy of Title Search