

Description & Address of Property

Assessment Number



In respect of the above property, please tick (✓) or fill in the relevant boxes below, where appropriate, and sign the Declaration at the end.

Part A – Occupation

- 1.** Is the property:
- Owner-occupied
- Rented
- Vacant
- Under renovation
- Building Permit # **B** _____/_____
- If **vacant** and available for rent, what is:
 the asking rent \$ _____ per month
 the asking rent \$ _____ per sq. ft.
 Total vacant floor area _____ sq. ft.

- 2.** Please state:
- a) name of occupier or trading name

- b) type of trade or business
 (e.g. shop, exempt company)

- c) the date the current occupier first occupied the property

If the property is **not rented**, you need only complete **question 20 (Part I of this form)** and the **Declaration overleaf**.

If the property is **rented**, please proceed to **Part B** and complete the remainder of this form.

Part B – Rent

- 3.** What is the current monthly rent (excluding any rent free periods)?
- \$ _____ per month
- Rate \$ _____ per sq. ft./ sq. m (circle)
- 4.** When did this rent first become payable?
-

- 5.** When was this rent actually agreed or set?
-
- 6.** Was this rent as a result of:
- a renewal of an existing lease
- a new lease
- a rent review under an existing lease
- other, please give details:

- 7.** What is the rent based on:
- open market rent
- a percentage of open market value
- a percentage of turnover
- a "stepped" rent agreement
- geared by reference to an index e.g. C.P.I.
- a base rent + a percentage of sales
- other

If you have ticked any of the above boxes, other than the first, one please give details:

Part C – The Property

- 8a.** What is the total floor area of the rented unit?
- _____ sq. ft./ sq. m (circle)
- b.** Does the rent at question 3 include any other valuation units (assessment numbers)?
- Yes No
- If you have ticked "Yes", please give the additional assessment numbers:

Part D – The Lease or Agreement

- 9a.** When did the current lease or agreement begin?
-
- b.** How long was it granted for?
- Years Months
- 10a.** At what intervals is the rent reviewed?
- Years Months
- Not applicable
- b.** When is the next rent review due?
-
- or
-
- Not applicable
- 11a.** Who is the landlord?
- _____
- b.** Is the occupier connected with the landlord in any way?
- Yes No
- If you have ticked "Yes", please give details:

Part E – Responsibilities

- 12.** Who is responsible for the following costs?
If the tenant pays a service charge in addition to the rent for any of these items, please tick Tenant.
- | | Landlord | Tenant |
|-----------------------|--------------------------|--------------------------|
| a) external repairs | <input type="checkbox"/> | <input type="checkbox"/> |
| b) internal repairs | <input type="checkbox"/> | <input type="checkbox"/> |
| c) building insurance | <input type="checkbox"/> | <input type="checkbox"/> |
| d) land tax | <input type="checkbox"/> | <input type="checkbox"/> |
- 13a.** Please indicate, where applicable, whether the following services are included in the rent or covered by the service charge, otherwise leave blank.
- | Services | Rent | Service Charge |
|--|--------------------------|--------------------------|
| Electricity for the unit | <input type="checkbox"/> | <input type="checkbox"/> |
| Cleaning of the unit | <input type="checkbox"/> | <input type="checkbox"/> |
| Cleaning and Maintenance of shared areas | <input type="checkbox"/> | <input type="checkbox"/> |
- b.** If a separate service charge is paid to the landlord, please indicate the monthly amount.
- \$ _____ per month
- \$ _____ per sq. ft. per annum

Part F – Incentives and Payments

- 14.** Did the tenant receive a rent free period when the lease or agreement was granted?
- Yes No
- If "Yes", please give details:

- 15.** Did the landlord grant the tenant any other concessions at the start of the lease or agreement? (e.g. contributions toward fitting out)
- Yes No
- If "Yes", please give details, including the amount

- 16.** Did the tenant pay a capital sum in respect of the lease or agreement? (disregard deposit or advance rent, payments for furnishings, stock, plant and machinery or goodwill)
- Yes No
- If "Yes", please state how much
 \$ _____

Part G – Alterations and Improvements

- 17a.** Has the tenant carried out any major alterations or improvements to the property at their own expense?
- Yes No
- If "Yes", please give details
- | Work carried out | Approx. Cost | Approx. Date |
|------------------|--------------|--------------|
| 1 _____ | \$ _____ | _____ |
| 2 _____ | \$ _____ | _____ |
| 3 _____ | \$ _____ | _____ |
| 4 _____ | \$ _____ | _____ |
- b.** Please indicate if any of these works were a condition of the lease.

PLEASE TURN OVER

Part H – Other Matters

18. Does the rent at question 3 include any payment for the use of trade fixtures, plant, machinery or furniture? If yes, please give details.

Yes No

19. Please state if the lease or agreement contains any restrictions on the use of the property or other provisions which affect the rent payable

Part I – Parking

20. Does the property have exclusive use of parking spaces?

Yes No

If Yes, please indicate the number of spaces. Additionally, If a separate rent is paid for these spaces, please state the \$ amount per month per space and the date payment was set.

	#	\$ per month	Date Set
a. Cars	<input type="text"/>	<input type="text"/>	<input type="text" value="MM / YYYY"/>
b. Bikes	<input type="text"/>	<input type="text"/>	<input type="text" value="MM / YYYY"/>
c. Berths	<input type="text"/>	<input type="text"/>	<input type="text" value="MM / YYYY"/>



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LAND VALUATION DEPARTMENT

2nd Floor, Global House
43 Church Street
Hamilton HM12
(441) 297-7964

1st October, 2019

Dear Sir/Madam,

**2020 REVALUATION
THE LAND VALUATION & TAX ACT 1967**

Under the provisions of the above Act, a new Valuation List has to be prepared to take account of changes in rental levels since the current 2015 Valuation List was last compiled. It is therefore necessary to obtain information about your property in order to prepare the new Valuation List. The Annual Rental Values appearing in the new Valuation List will be based on rental levels around 1st July, 2019. The new Valuation List will be published on 31st December, 2020 and will replace the current Valuation List for land tax purposes.

You are required by law to complete and return the form overleaf to me within **21 days** from the date of receipt and I enclose a pre-paid envelope for this purpose. All information will be treated as **confidential** and will only be used for the purposes of the revaluation. Failure to complete and return the form, or submitting false information, is an offence under the Act and is punishable by a fine and/or imprisonment.

For more information on the 2020 Revaluation, including guidance on completing the form overleaf, please visit our website www.landvaluation.bm. Additionally, you can also contact the Land Valuation Department and James Needham on 297-7964 for assistance.

Yours faithfully,

Diane Elliott

Diane Elliott
Director of Land Valuation,
Ministry of Public Works

Thank you for completing this form. Please sign the Declaration below and return the form in the enclosed pre-paid envelope.

DECLARATION: Please note that it is an offence to submit false information and such offence is punishable by a fine and/or imprisonment.

I declare the above particulars are true as owner / tenant / agent / trustee (please circle as appropriate)

Signed _____ Date _____ / _____ / _____
Day Month Year

Print name _____

Email address _____ Daytime phone #(s) _____

Assessment Number

Note

- Should your billing address or billing name above be incorrect, please call the Tax Commissioner's Office on 298-6351 or 297-7743 to have it corrected. You should still complete and return the form overleaf in the pre-paid envelope provided.
- Should you no longer be the taxpayer, please contact the Tax Commissioner's Office on 298-6351 or 297-7743. Kindly also cross through your name and address above, indicating the new owner's name and return the form in the pre-paid envelope provided.