

# Letter of Instruction: Good Practice Template

November 2020

## Letter of Instruction – Good Practice Template

### Introduction

The template in this document is the suggested Good Practice Template for Letters of Instruction relating to assets owned by either prospective or current IPSX issuers. Use of this template is not mandatory but it is recommended that Approved Valuers incorporate the categories herein in their Letters of Instruction.

### Queries

If you have any queries regarding the use of this template, please contact:

**IPsx Market Regulation**

**[regulation@ipsx.com](mailto:regulation@ipsx.com)**

[Date]

[Client Name]

Address

Address

Address

Postcode

[Our ref: xxxx]

[Your ref: xxxxx]

[Your name]

Your title

Dear [xxxxx]

**RE: Letter of Appointment: Valuation**

## Introduction

## Appointment Details

Property to be Valued:

[Address]

Client:

[Client name]

Interest to be Valued:

[Description of how the asset is held]

Date of Valuation:

[Date]

Classification of the Property by the Client:

- Freehold or leasehold;
- Owner/occupied;
- Held as an investment;
- Specialised property;
- Property held for specified purposes;
- Mineral/bearing land or waste management asset

### Basis of Valuation:

- Market Value;
- Existing Use Value;
- Market Rent;
- Fair value;
- Depreciated Replacement Cost.

### Disclosure of Any Previous Involvement:

[Disclosure of any conflicts of interest that are relevant to the instruction. Comments should make reference to the RICS Professional Statement – Conflicts of Interest, (1st Edition March 2017), the RICS Rules of Conduct and the IPSX Rules for Members.]

### Covid-19 Clauses:

[Details of how Covid-19 will impact upon the valuation and the report.]

### Assumptions:

[As determined by the Approved Valuer.]

### Special Assumptions (if appropriate):

[As determined by the Approved Valuer.]

### Departures from Valuation Standards (if appropriate):

[As determined by the Approved Valuer.]

### Basis of Measurement Agreed:

- Measurements provided by the client; or
- Measured by the Approved Valuer in accordance with:
  - the RICS Code of Measuring Practice, 6th edition
  - the International Property Measurement Standards (IPMS): Office Buildings
  - the International Property Measurements Standards (IPMS): Residential Buildings

### Consent to Publication:

[Agreement between the client and the Approved Valuer on where the valuation report will be published, including commentary around its inclusion in the prospectus.]

### Limitation of Liability:

[Agreement between the client and the Approved Valuer as to the Approved Valuer's liability for any claims arising. Reference may be made to Professional Indemnity Insurance if applicable.]

### Access:

[Details of arrangements made for access to the property.]

Fees and Expenses:

[As agreed between the client and the Approved Valuer.]

Reporting Timescale:

[Date that the report will be made available to the client.]

Information to be Provided by the Client

[As determined by the Approved Valuer.]

Yours [sincerely/faithfully]



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