**Annex 2**

**Sample Questionnaire (additional items can be added considering the local circumstances)**

**Office premise provided by the Government of XXXXX to UNDP Country office in XXXX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address of the Premise |  | | | | |
| Property registration No:  (if available) |  | | | | |
| Parcel No. |  |  | |  |  |
| Acquisition date |  | Acquisition  Cost in: | | local currency |  |
| Through purchase or construction? |  | USD (UNORE MM/DD/YYYY) |  |
| Total estimated useful life |  | | | | |
| Appraisal of the office property: | | | | | |
| Date of the last appraisal |  | | | | |
| Name of the appraiser |  | | | | |
|  | Space  in sq.m | Potential  annual rent in: | | | |
| Local currency | USD (UNORE MM/DD/YYYY) | | |
| Useable office space\* |  |  |  | | |
| Other spaces\*: |  |  |  | | |
| Parking/Garage |  |  |  | | |
| Canteen/cafeteria |  |  |  | | |
| Warehouse/storage |  |  |  | | |
| Residential |  |  |  | | |
| Total |  |  |  | | |
| Change from prior valuation |  |  |  | | |
| Main factors: |  |  |  | | |
| Due to market appreciation | Price index, inflation and interest rates comparing at the time of last appraisal and current appraisal shall be quoted here from NSO publications. | | | | |
| Due to improvement work |
| Due to exchange rate fluctuation |
|  |  |  |  |  |  |

* Provide a breakdown of the space occupied by the Local Office and space occupied by UNDP Projects and Common Premises shared with other agencies, if any.