**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 |   |
|   | Spacein sq.m | Potentialannual 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.