PRACTICAL RESOURCES / OMAN

Start with a clear brief.

Use this checklist before speaking to the valuation team. Tick what is ready; note missing items and who will follow up.

01 / Define the assignment

Property / plot reference

Location / governorate

Owner / instruction contact

Contact details

Purpose, intended users and decision to support

Requested valuation date

Decision deadline to discuss

02 / Assemble the property file

Ready? Tick the box. Use the line for a source or an outstanding action.

- ☐ Ownership records held by you _____
- ☐ Survey / plot plan and location _____
- ☐ Drawings and recorded areas _____
- ☐ Leases, amendments and rent schedule, if relevant _____
- ☐ Current use, alterations and works information _____

PRACTICAL RESOURCES / OMAN

Make the visit productive.

Share factual information and flag uncertainty early. The team will confirm the documents and inspections needed for the agreed scope.

03 / Arrange safe access

- ☐ Named contact and agreed visit arrangements _____
- ☐ Tenant permission / access arrangements discussed _____
- ☐ Restricted areas and safety issues flagged _____
- ☐ Known maintenance issues and dated photos prepared _____

Site contact / telephone

Proposed visit / access notes

04 / Resolve the gaps

Missing information / question	Owner / next action / date

05 / Confirm with the team

- ☐ Property, purpose, users and date are agreed _____
- ☐ Scope, limitations, deliverables and programme discussed _____

> A preparation aid, not a prescribed document list. A valuation does not replace separate legal or technical investigations. Agree the actual scope with your advisers.