YOUR  
LOGO

**COMPANY NAME**

COMMERCIAL PROPERTY VALUATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for your commercial property valuation needs. We provide accurate, comprehensive property valuations to support informed decision-making for acquisitions, financing, insurance, and compliance.  
  
This proposal outlines our approach to valuating [Client Company Name]'s commercial property.

# Project Objectives

The primary goals are:  
  
- Provide an accurate and objective market valuation  
- Ensure compliance with industry standards and regulations  
- Support strategic decision-making for financing, investment, or sale  
- Deliver a comprehensive, defensible valuation report

# Proposed Services

Our property valuation services include:  
  
- Site inspection and property assessment  
- Market analysis and comparable sales evaluation  
- Income approach and cost approach methodologies  
- Valuation report preparation with supporting documentation  
- Presentation of findings and consultation

# Scope of Work

Scope includes:  
  
- Initial consultation and data collection  
- On-site inspection of the subject property  
- Analysis of market trends and comparable properties  
- Valuation modeling using recognized methodologies  
- Drafting and delivery of the final valuation report

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Data Collection | Gather property details and market data | [Start Date] |
| Site Inspection | On-site visit for property assessment | [Date] |
| Valuation Analysis | Market research, modeling, and report drafting | [Date] |
| Report Delivery | Submit final valuation report and review findings | [Completion Date] |

# Pricing

Estimated cost breakdown for property valuation services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Site Inspection & Assessment | Physical evaluation of the property | [Amount] |
| Market & Financial Analysis | Comparable sales, income, and cost approach | [Amount] |
| Valuation Report Preparation | Comprehensive valuation document | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a certified valuation firm with extensive experience in commercial real estate assessments.  
  
- Experience: [X] years in commercial property valuation  
- Expertise: Office, retail, industrial, and mixed-use properties  
- Accreditation: [Certifications and Industry Memberships]  
- Mission: To provide reliable, transparent property valuations that empower clients to make informed business decisions

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Valuation of a multi-tenant office building  
- Outcome: Delivered a comprehensive report supporting financing and strategic planning  
  
Testimonial:  
“[Your Company Name] provided a detailed and professional valuation report that was instrumental in our loan approval process.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon report delivery.  
Confidentiality: All client information and valuation data are strictly confidential.  
Client Responsibilities: Provide access to property and necessary documentation.  
Revisions: Includes one round of revisions based on client feedback.

# Acceptance

To approve this commercial property valuation proposal and initiate the engagement, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Authorized Representative]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_