



**ACME**  
VALUATIONS

**ACME Valuation**

58 Acme Street, Ulaanbaatar, Mongolia - Ulaanbaatar - Mongolia

# Audit Trail

**Client ID:** EMCA Bank

**Assignment ID:** Acme Valuation - 2021 (test)

**TOE ID:** Emca Valuation

**Property ID:** Chingeltei Apartment

**Lead Valuer:** John Doe

**Dates:**  
Date of Instruction: 9th January 2022  
Date of Valuation: 27th January 2022  
Document generated on the 5th February 2022

**Project Manager**  
John Doe

**Agency registration number**  
123456

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## I. TERMS OF ENGAGEMENT OVERVIEW

Title	Description
Assignment ID	Acme Valuation - 2021 (test)
Terms of engagement ID	Emca Valuation
Client	EMCA Bank
Agency	ACME Valuation
Project Manager	John Doe
Lead valuer	➤ <b>John Doe</b> MRICS (RICS - #)
Supporting team	➤ <b>Johnny Doey</b> ➤ <b>Carol Doey</b> ➤ <b>Mark Doe</b>
Property	Chingeltei Apartment
Inspection type	Internal inspection
Valuation method(s)	➤ <i>Comparable Transactions</i>
Date of Instruction	09 Jan 2022
Date of valuation	27 Jan 2022

## II. TERMS OF ENGAGEMENT'S LOGS

Object	Action	Date	User
Informed Consent	Generated	26 Jan 2022 12:30	John Doe
Terms of engagement	Generated	26 Jan 2022 12:30	John Doe
Terms of engagement (signed)	Uploaded	26 Jan 2022 01:12	John Doe
Informed consent (signed)	Uploaded	26 Jan 2022 01:12	John Doe
100% Completion	Marked as	05 Feb 2022 01:51	John Doe

### III. PROPERTY VALUATION'S LOGS

Object	Action	Date	User
External Reference Legal Status of Landlord	Uploaded	26 Jan 2022 01:12	John Doe
External Reference Immoveable Property Certificate	Uploaded	26 Jan 2022 01:12	John Doe
External Reference Property Floor Plans	Uploaded	26 Jan 2022 01:13	John Doe
Internal inspection	Carried out	26 Jan 2022 01:25	John Doe
Internal inspection	Completed	26 Jan 2022 01:25	John Doe
Due Diligence	Completed	27 Jan 2022 09:17	John Doe
Valuation - Comparable Transactions	Completed	27 Jan 2022 09:49	John Doe
Reporting	Completed	27 Jan 2022 10:16	John Doe
Valuation report	Generated	27 Jan 2022 10:31	John Doe
Draft statement report	Generated	27 Jan 2022 10:32	John Doe
Valuation report (signed)	Uploaded	27 Jan 2022 10:33	John Doe
Draft statement report (signed)	Uploaded	27 Jan 2022 10:33	John Doe
Draft statement report (signed)	Delivered - Soft copy (PDF) delivered by email	27 Jan 2022 10:39	John Doe
Valuation report (signed)	Delivered - Soft copy (PDF) delivered by email	27 Jan 2022 10:39	John Doe
Investigation report	Generated	05 Feb 2022 01:09	John Doe

#### IV. RECORDED INTERACTIONS

#	Interaction Type	Level	Impact	Date of interaction	Date created	Created by
1	Phone	Chingeltei Apartment	Low	05 Feb 2022 12:00	05 Feb 2022 01:15	John Doe

## 1. INTERACTION - #11

Assignment ID	TOE ID	Property ID
Acme Valuation - 2021 (test)	Emca Valuation	Chingeltei Apartment

### A. DETAILS

Status	Recorded date	Interaction date	Location
Published	05 Feb 2022 13:15:45	05 Feb 2022	Ulaanbaatar

Interaction created by	John Doe
Type of interaction	Phone
Expected impact on valuation	Low
Description	The client contacted the valuer to request a meeting to discuss the valuation results.
Expected action / mitigation strategy	Proceed with the valuation and record the meeting minutes on file
Justifications / assumptions / clarifications / inputs	None

### B. PARTICIPANT(S)

- John Doe / Our Side
- Peter Emca / Client Side

### C. ATTACHMENT(S)

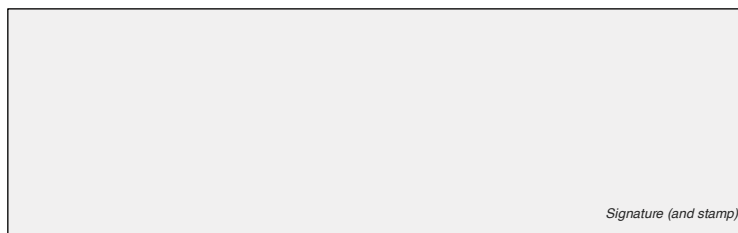
- There are no attachments linked to this interaction.





***This report has been reviewed and approved by:***

*John Doe*



*Signature (and stamp)*

**05 Feb 2022**

**ACME Valuation** - 58 Acme Street, Ulaanbaatar, Mongolia - Ulaanbaatar - Mongolia

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