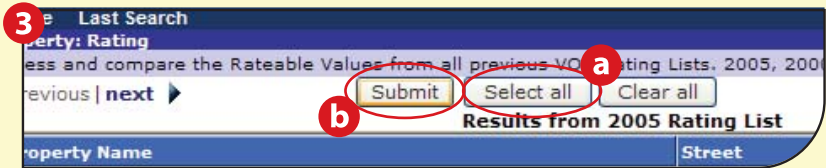
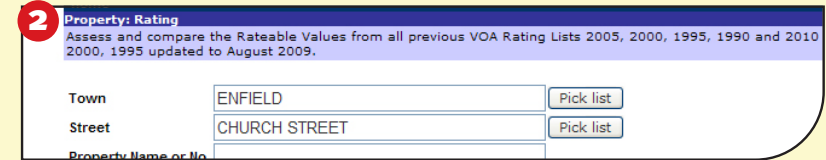


Find out if you or your client should appeal against 2010 ratings?

Go to www.focusnet.co.uk. Make sure you are logged in with your name at the top right of the screen.

Whether you are responsible for paying business rates, or represent those who do, FOCUS gives you the best tools to make a successful appeal. This guide will show the percentage change of ratable values within a given area making it easy to see if the space in question has been given an above or below average increase - and therefore whether you can help with the appeal.

1. Click on the **Property** tab and select **Rating**.
2. Fill in the required fields and confirm by using **Pick List**.
3. Once your results have loaded:
 - a. click on **Select all**.
 - b. click **Submit** and choose to export your results into the Excel Report (Excel 2010 Draft...)



4. To calculate the increase in rates, simply divide RV2010 by RV2005 and minus 1.

When you accept the formula with the Enter key it will give you your result in the selected cell.

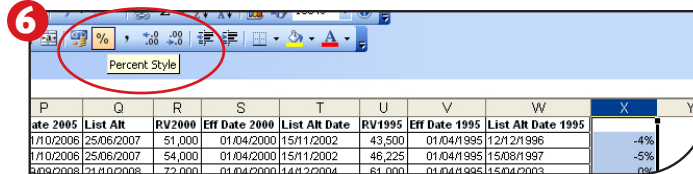
	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	RV2010 Draft	Eff Date 2010	List	Part	RV2005	Eff Date 2005	List Alt	RV2000	Eff Date 2000	List Alt Date	RV1995	Eff Date 1995	List Alt Date 1995	
2	58500	01/04/2010			61,000	11/10/2006	25/06/2007	51,000	01/04/2000	15/11/2002	43,500	01/04/1995	12/12/1996	=(K2/O2)-1
3	62000	01/04/2010			65,000	11/10/2006	25/06/2007	54,000	01/04/2000	15/11/2002	46,225	01/04/1995	15/08/1997	
4	53500	01/04/2010			53,500	09/09/2008	21/10/2008	72,000	01/04/2000	14/12/2004	61,000	01/04/1995	15/04/2003	

5. In the bottom right hand corner of the cell, click & drag the "+" down to bottom of the list.

This will give you the increase in rates for all results.

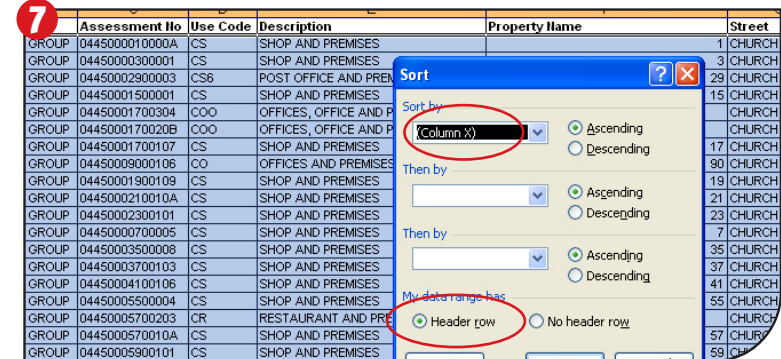
	T	U	V	W	X	Y
2000	List Alt Date	RV1995	Eff Date 1995	List Alt Date 1995		
2000	15/11/2002	43,500	01/04/1995	12/12/1996	-0.0409908	
2000	15/11/2002	46,225	01/04/1995	15/08/1997		
2000	14/12/2004	61,000	01/04/1995	15/04/2003		
2004	25/07/2005	48,425	01/04/1995	12/12/1996		
		6,300	Original			

6. To show the percentage, highlight your results column and click on the % button on the tool bar.



7. To data sort the information, highlight the whole sheet and click on **Data** and then **Sort**.

Choose to Sort by your results column (in this case column X), making sure Header row is selected.



Find the average change

1. Highlight the percentage numbers in your results Column.
2. Right click the mouse on the grey bar at the bottom of the spreadsheet and choose average from the selection offered.