

INCOME AND EXPENSE FORM

Dear Property Owner, Manager, or Lessee,

A revaluation of all property is being conducted in your community in order to establish fair and equitable assessments.

By completing the enclosed form, you will help reflect economic conditions within your community which will become the basis for utilizing the income approach to value. The information you provide will remain confidential and will be considered, with all other information gathered, in order to establish uniform guidelines to be equitably applied throughout the community. It is, therefore, requested that you complete the enclosed form and return it to the address shown on the cover letter. Please fill out all sections of the form. Your cooperation is appreciated.

Assessors' Office.

Location:**ParcelID:**

LUC:

Mailing Address:

OFFICE USE ONLY

COMMERCIAL/INDUSTRIAL LEASE SUMMARY

(APARTMENT, HOTEL AND OTHER INCOME SECTIONS, SEE REVERSE)

- (1) List tenant business name rather than owner name. i.e. "Joe's Restaurant" rather than "J. Smith Enterprises". If vacant, so state and enter asking rent under (6) and months vacant under (11). Be sure to complete (2), (3), (4), (5). If any portion is owner occupied enter O/OCC under (1) and complete (2), (3), (4), (5) and (11).
- (2) Enter your identification or unit number/letter.
- (3) List the area that is leased. If not known, approximate such as "1/4 of first floor". THIS IS VERY IMPORTANT.
- (4) List type of space from following list. If several types, enter most prevalent first RTL-retail, store, shop; OFC-office; MFG-manufacturing; WHS-warehouse, storage; RDV-R&D; RST-restaurant; SER-service/repair/garage; BNK-bank; OTH-other (specify in comments)
- (5) Enter floor level. If several, enter most prevalent first.
- (6) List scheduled rent for that tenant for the year.
- (7) List Common Area Maintenance (CAM), Real Estate Tax, and other reimbursements paid by tenant.
- (8) List expenses included in the rent (paid by landlord). Using following codes: E-electric; H-heat; M-maintenance; P-plowing; R-rubbish removal; T-real estate taxes; B-real estate taxes over a base; L-parking lot/grounds maintenance; W-water/sewer; I-Insurance.
- (9) Enter date lease begins. If month to month, enter M/M.
- (10) Enter date lease ends prior to options.
- (11) Enter comments. Be sure to include options, overage clauses, months vacant for the year, real estate tax clauses.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
TENANT	UNIT NO.	LEASED AREA (SQ. FT.)	TYPE OF SPACE	FLOOR LEVEL	SCHEDULED ANNUAL RENT	CAM, TAX, OTHER REIMBURSEMENT	EXPENSES INCLUDED	LEASE START	LEASE END	COMMENTS
TOTAL										

ANNUAL EXPENSES

INDICATE WITH "X"

Expenses Paid / Items Supplied by Owner

APARTMENT INCOME

NO. UNITS OF THIS TYPE	NO. OF ROOMS	NO. OF BEDROOMS	NO. OF BATHS	RENT PER MONTH	FLOOR LEVEL	H E A T	E L E C T R I C	R U B B I S H	A I R C O N D.	R E F R I G E R A T O R	S T O V E	D I S H W A S H E R	D I S P O S A L	F U R N I T U R E	M I C R O W A V E

* Excluding Bathrooms

HOTEL/MOTEL INCOME

TYPE	No. UNITS	RATES			ANNUAL OCCUPANCY PERCENT
		HIGH	LOW	SWING	

OTHER INCOME

PARKING	OTHER
LAUNDRY	OTHER
VENDING	OTHER

SALES INFORMATION

If the property was purchased within the past 10 years, complete the following.

LAND ONLY	LAND AND BUILDINGS
PRICE\$ _____ DATE ____/____/____	PRICE\$ _____ DATE ____/____/____
COMMENTS ON ANY SPECIAL CONDITIONS	

CONSTRUCTION COSTS

Complete if construction or major remodeling was performed within past 10 years

OTHER INFORMATION

Please provide any information which may assist in arriving at a fair and equitable appraisal of this property.

Items		20____	20____
MANAGEMENT	GROSS AREA		
	NET LEASABLE		
	MNGMNT FEE		
	COMMISSIONS		
	LEGAL		
	ACCOUNTING		
	PAYROLL TAX		
GENERAL	SNOW REMOVAL		
	BLDG SUPPLIES		
	TRASH		
	MISC.		
CLEANING	WAGES		
	SUPPLIES		
	CONTRACT SERVICES		
UTILITIES	HEATING		
	ELECTRIC		
	AIR COND.		
	WATER		
	SEWER		
	ELEVATOR		
	OTHER UTILS.		
CONSTRUCTION	DECORATING		
	REPAIRS AND MAINTENANCE		
	TENANT ALLOW.		
	OTHER CONSTR.		
FIXED EXPENSE	INSURANCE		
	REAL ESTATE TAXES		
	OTHER TAX		
	DEPRECIATION		
	FURN. & FIXT.		
	INTEREST		
	LAND RENT		
OTHER	BAD DEBT		
	VAC RATE		
	OTHER EXP.		
TOTAL			

PREPARED BY _____

DATE ____/____/____

Phone No. _____

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