## 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 <u>confidential</u> 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:
		OFFICE USE ONLY
Mailing Address:		

## 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**

APARTMENT INCOME					Expenses Paid / Items Supplied by Owner										Items		202	<b> </b>		
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							E	R	A	F R			D I S	F U R N	M		NET LEASABLE			
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THIS TYPE						<del> </del>											ACCOUNTING			
													H				PAYROLL TAX			
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* F	D-th					<u> </u>		<u> </u>				<u> </u>				CLEANING	SUPPLIES			
" Excludir	ng Bathroo	oms	<u>HC</u>	TEL/MO	ΓEL IN	CO	ME_										CONTRACT SERVICES			
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VENDIN	NG			ОТН	ER												OTHER CONSTR.			
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													OTHER	BAD DEBT						
														VAC RATE						
														OTHER EXP.						
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				OTHER I	NFOR	MA <sup>-</sup>	<u></u> ΓΙΟΝ	L							_	PREPARED BY				
Please provide any information which may assist in arriving at a fair and equitable appraisal of this property.											DATE _	//	_							
																Phone No				
																Copyright Pa	atriot Properties, I	nc.		