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.

L	Location: ParcelID:	LUC:									
		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	•							-			

	INDICATE WITH "X"										ANNUAL EXPENSES										
					Expenses Paid / Items Supplied by Owner											Items		20	20		
APARTMENT INCOME										R		D						GROSS AREA			
							ELECT	R	A	R E F R		S H W A	P	F U	M			NET LEASABLE			
								U B B	R	G E R A	s		I S P	R N I	C R O	ΙΙ,	MANAGEMENT	MNGMNT FEE			
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PARKING OTHER																	CONSTRUC- TION	REPAIRS AND MAINTENANCE			
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VENDING OTHER																		OTHER CONSTR	R.		
SALES INFORMATION														T		INSURANCE					
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CONSTRUCTION COSTS Complete if construction or major remodeling was performed within past 10 years															INTEREST						
																		LAND RENT			
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															\dashv		OTHER	VAC RATE			
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OTHER INFORMATION														TOTAL							
Please pro	vide any	informat	ion which ma						uitable	e appı	aisal (of this	prop	erty.	PI	REF	PARED BY UND				
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