

INCOME AND EXPENSE FORM

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.

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.

[illegible]

TOTAL

APARTMENT INCOME

INDICATE WITH "X"
Expenses Paid / Items Supplied by Owner

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.

ANNUAL EXPENSES

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

PREPARED BY _____
DATE ____/____/____

Phone No. _____