

Official Request  
**APARTMENT**  
**INCOME & EXPENSE SURVEY**  
CITY OF ALEXANDRIA  
OFFICE OF REAL ESTATE ASSESSMENTS  
703.746.4646



Tax Assessment Map #      Abstract Code      Account #

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This form is accessible via the Office's website at [www.alexandriava.gov/realestate](http://www.alexandriava.gov/realestate)  
**If you wish, you may download the form and enter the data via the fillable PDF and submit electronically.**

**RETURN TO:**  
CITY OF ALEXANDRIA  
OFFICE OF REAL ESTATE ASSESSMENTS  
P.O. BOX 178  
ALEXANDRIA, VIRGINIA 22313-1501

**Dear Property Owner:**

The Office of Real Estate Assessments is in the process of collecting and analyzing information for the annual reassessment of real estate located in the City of Alexandria. This is an official request pursuant to Section 58.1-3294 of the **Code of Virginia** that requires you to furnish this office with income and expense data for any income-producing properties for calendar year 2022. This request is also in compliance with Section 3-2-186 of the Alexandria City Code. All information submitted will be kept strictly confidential under the stipulations of Section 58.1-3 of the **Code of Virginia**.

This survey form is to be completed by the property owner or a duly authorized agent, showing the gross income (at 100% occupancy), vacancies and expenses for the above referenced property. The information should encompass the 2022 calendar year.

Income information related to calendar year 2022 that you may have previously submitted to the Office of Real Estate Assessments or to the Board of Equalization as part of a review or an appeal, **must be resubmitted at this time to satisfy this request.** The income information requested by the Department of Finance regarding business licenses is not associated with this request.

In addition to the information requested as part of this survey, we request that you submit any other income or expense information that you believe to be relevant to the assessment of your property.

The enclosed self-addressed envelope is provided for your convenience. The income information must be returned to our office no later than **May 1, 2023** or postmarked by the U. S. Postal Service no later than **May 1, 2023**. We would like to remind you that any Request for Review of Assessment filed with this office, or any Appeal of Assessment filed with the Board of Equalization, which is based upon the income or expenses attributable to your property will not be considered unless this information has been filed on time.

If you have any questions regarding this matter or wish to discuss this request form with a member of our appraisal staff, please call between 8:00 a.m. and 5:00 p.m., Monday through Friday. Your cooperation and timely response to this legal requirement will be greatly appreciated.

Sincerely,

**The Office of Real Estate Assessments**

Enclosure

## CERTIFICATION

State law requires certification by the owner or officially authorized representative. (Please type or print all information except signature.)

Name of apartment \_\_\_\_\_

Property address \_\_\_\_\_

Type of project or building (garden, garden-townhouse, mid-rise, high-rise) \_\_\_\_\_

Owner(s) name(s) \_\_\_\_\_

**All information including the accompanying schedules and statements have been examined by me and to the best of my knowledge and belief are true, correct, and complete.**

Management firm \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ E-mail \_\_\_\_\_

The Income and Expense information must be placed on this form. No alternative forms may be used. A detailed set of instructions is part of this survey. These instructions are provided to assist you in completing the form. If you should have any questions or need assistance please call our office at 703.746.4646.

### A. ANNUAL INCOME TOTALS

#### 1. Potential Rental Income:

01a Market rent as of January 1, 2022, from **residential apartments**, assuming 100% occupancy \_\_\_\_\_

01b Market rent as of January 1, 2022, from any **commercial office and/or retail units**, assuming 100% occupancy \_\_\_\_\_

01c Total Potential Rental Income (Sum of Lines 01a and 01b) \_\_\_\_\_

#### 2. Vacancy and Collection Loss (Calendar Year 2022):

Residential

Commercial

02 Income loss due to vacancy \_\_\_\_\_

03 Income loss due to collection loss \_\_\_\_\_

04 **Total Vacancy and Collection Loss (Sum of Lines 02 through 03)** \_\_\_\_\_

#### 3. Actual Gross Income (Calendar Year 2022):

05a Actual **apartment** rental income received \_\_\_\_\_

05b Actual **commercial** rental income received \_\_\_\_\_

05c **Actual income received (Sum of Lines 05a through 05b)** \_\_\_\_\_

#### 4. Other Income (Calendar Year 2022):

06 Excess rent attributable to corporate suites. \_\_\_\_\_

07 Laundry income (Contract? Owner Managed? ). \_\_\_\_\_

08 Utility reimbursements. \_\_\_\_\_

09 Interest income \_\_\_\_\_

10 Insurance reimbursements. \_\_\_\_\_

11 Garage/Parking rents. \_\_\_\_\_

12 Furniture rental income. \_\_\_\_\_

13 Clubhouse rental \_\_\_\_\_

14 Special fees \_\_\_\_\_

15 HUD mortgage interest subsidy reimbursements \_\_\_\_\_  
(Specify: \_\_\_\_\_)

16 Concessions/ Vending machine income \_\_\_\_\_

17 Miscellaneous/Antenna Income (Specify: \_\_\_\_\_)

18 **Total Other Income (Sum of Lines 06 through 17)** \_\_\_\_\_

**TOTAL ACTUAL INCOME (Line 05c plus Line 18)** \_\_\_\_\_

**B. ANNUAL OPERATING EXPENSES (Calendar Year 2022)**

	Residential	Commercial
1. Utilities:		
19. Water and sewer.....		
20a Electricity – excludes HVAC.....		
20b Electricity – includes HVAC.....		
21 Primary heating fuel (Specify:.....)		
22 Other fuel (Specify:.....)		
<b>TOTAL UTILITIES (Sum of Lines 19 through 22).....</b>		
2. Maintenance and Repairs:		
23 Maintenance payroll (including payroll taxes and benefits).....		
24 Maintenance supplies.....		
25 HVAC repairs.....		
26 Elec/Plumbing repairs.....		
27 Elevator repairs.....		
28 Roof repairs.....		
29 Pool repairs.....		
30 Other common area or exterior repairs.....		
31 Typical redecorating or refit costs (i.e. painting, carpet, etc.).....		
32 Other (Specify:.....)		
<b>TOTAL MAINTENANCE AND REPAIRS (Sum of Lines 23 through 32).....</b>		
3. Administrative:		
33 Management fees.....		
34 Administrative payroll (including payroll taxes and benefits).....		
35 All other administrative costs.....		
36 Corporate suite expense.....		
<b>TOTAL ADMINISTRATIVE (Sum of Lines 33 through 36).....</b>		
4. Services:		
37 Janitorial/Cleaning.....		
38 Landscape.....		
39 Trash service.....		
40 Security/Pool service.....		
41 Snow removal.....		
<b>TOTAL SERVICES (Sum of Lines 37 through 41).....</b>		
5. Insurance and Taxes:		
42 Estimated 2022 Alexandria Stormwater Utility Fee.....		
43 Fire, Casualty insurance.....		
44 Other taxes, fees (including occupancy tax).....		
45 Real estate taxes.....		
<b>TOTAL INSURANCE AND TAXES (Sum of Lines 42 through 45).....</b>		
6. TOTAL OPERATING EXPENSES BEFORE REPLACEMENT RESERVES		
46 <b>Total Expenses</b> .....		
Replacement Reserves (2022).....		

**C. NET OPERATING INCOME (Calendar Year 2022)**

	Residential	Commercial
<b>Total Actual Income less Operating Expenses</b>		
<b>less Replacement Reserves.....</b>		

**D. CAPITAL IMPROVEMENTS, RENOVATIONS**

Has the property had Capital Improvements or Capital Renovations during the reporting period?  
☐ Yes ☐ No

If yes, please provide total cost here and attach a detailed list of improvements on a separate page. **Reflect only those capital costs that were actually expensed in calendar year 2022.**

Total Capital Cost \_\_\_\_\_

CONFIDENTIAL

Do you fund a reserve for future capital improvements? ☐Yes ☐No  
If yes, what is the annual amount? \_\_\_\_\_

## E. MARKET RATE INFORMATION

1.

1. Unit Type Example: Studio, 1BR, 2BR & den	2. Number of Units This Type	3. Baths		4. January 2022 Market Rent (per month)	5. January 2023 Market Rent (per month)
		Full	Half		

2. Total gross potential rent as of January 1, 2023, from **residential apartments**, assuming 100% occupancy \_\_\_\_\_

## F. CONCESSIONS

1. Total income loss due to concessions

- a. Total rent loss due to concessions (ex. Reduced or free rent) (2022) \_\_\_\_\_  
b. Total additional income loss due to concessions (ex. Waived/reduced amenity fees, parking, etc). (2022) \_\_\_\_\_

2. Rent concessions being offered as of January of the current year (2023):

- a. **Residential** ..... Unit type \_\_\_\_\_ Amt./Mo. \_\_\_\_\_ Total \_\_\_\_\_  
b. **Commercial/Industrial**..... Unit type \_\_\_\_\_ Amt./Mo. \_\_\_\_\_ Total \_\_\_\_\_

## G. VACANCY INFORMATION

1. Vacancy for this project as of January 1 of the current year (2023)?

- a. **Residential** \_\_\_\_\_ units or \_\_\_\_\_ % of total units  
b. **Commercial/Industrial** \_\_\_\_\_ units or \_\_\_\_\_ % of total units

2. What was the average vacancy over the past year (2022)?

- a. **Residential** \_\_\_\_\_ units or \_\_\_\_\_ % of total units  
b. **Commercial/Industrial** \_\_\_\_\_ units or \_\_\_\_\_ % of total units

## H. SUBSIDIZED HOUSING INFORMATION

1. Is this property a participant in one of the HUD or other low income housing programs?

☐Yes ☐No

☐221-D-3 ☐221-D-4 ☐236 Section 8 - Project-based program \_\_\_\_\_

☐Other ☐ADU Program Tenant-based assistance \_\_\_\_\_

Has there been a professional appraisal on this real property in the last five years? ☐Yes ☐No

If yes, appraiser's estimate of value \$ \_\_\_\_\_ Date of value \_\_\_\_\_

## I. COST INFORMATION (applicable if property was built within last 5 years)

Estimated total development costs (includes all direct or "hard" costs plus all indirect or "soft" costs, including marketing costs, leasing commissions, etc., to achieve initial stabilized occupancy) ..... \$ \_\_\_\_\_

Purchase price of land ..... \$ \_\_\_\_\_

**TOTAL COSTS**..... \$ \_\_\_\_\_

NOTE: A detailed construction cost breakout report may be substituted in lieu of the above information.