Official Request APARTMENT INCOME & EXPENSE SURVEY



CITY OF ALEXANDRIA
OFFICE OF REAL ESTATE ASSESSMENTS
703.746.4646

Tax Assessment Map #	Abstract Code	Account #

This form is accessible via the Office's website at www.alexandriava.gov/realestate
If you wish, you may download the form and

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, <u>must be resubmitted at this time to satisfy this request.</u> 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 re	equires certification by the owner or officially authorized representative.	. (Please type or print all information	tion except signature.)
Name of ap	partment		
Property ac	ddress		
Type of pro	ject or building (garden, garden-townhouse, mid-rise, high-rise)		
Owner(s) n	ame(s)		
	mation including the accompanying schedules and statements ha lge and belief are true, correct, and complete.	ive been examined by me and	to the best of my
Manage	ment firmPhon	ne	
Address			
	SignatureTit		
	meE-ma		
of this surv please call	e and Expense information must be placed on this form. No alternative ey. These instructions are provided to assist you in completing the form our office at 703.746.4646.		
_	AL INCOME TOTALS		
	tial Rental Income:		
01a	Market rent as of January 1, 2022, from residential apartments, assuming 100% occupancy		
	accurating 100% cocapancy		
01b	Market rent as of January 1, 2022, from any commercial office and retail units, assuming 100% occupancy		
01c	Total Potential Rental Income (Sum of Lines 01a and 01b)		
2. Vacai	ncy 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)	
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		
		<u></u>	
15	HUD mortgage interest subsidy reimbursements		<u> </u>
40	(Specify:)		
16	Concessions/ Vending machine income	· · · · · · · · · · · · · · · · · · ·	
17	Miscellaneous/Antenna Income (Specify:)		
18	Total Other Income (Sum of Lines 06 through 17)		
TOTAL A	ACTUAL INCOME (Line 05c plus Line 18)		

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19. Water and sewer 20a Electricity - oxcludes HVAC. 20b Electricity - oxcludes HVAC. 20 Electricity - includes HVAC. 21 Primary healing full (Specify:	B. ANNU	AL OPERATING EXPENSES (Calendar Year 2022)		
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CALEDDAY VEAT 2022		alendar year 2022.	y ovbouged in	
Total Capital Cost				

	T RATE INFORMATI	ION				
	Unit Type ample: Studio, 1BR, 2BR & den	2. Number of Units This Type	3. Baths	8	4. January 2022 Market Rent (per month)	5. January 2023 Market Rent (per month)
			Full	Half		(1
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JI USS	potential rent as or Jan	uary 1, 2023, 110111 I	esideritiar	ipartificitis	, assuming 100 /0 occup	pancy
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	otal rent loss due to con	•		, , , , -		
b. To	otal additional income lo	ss due to concessio	ns (ex. Wai	/ed/reduced	l amenity fees, parking,	etc). (2022)
		6.1		(0000)		
conc	cessions being offered a	is of January of the	current year	(2023):		
a.	Residential	Unit type		Amt./Mo)	Total
b.	Commercial/Industria	al Unit type _		Amt./Mo		_Total _Total
ancy f	or this project as of Jan	uary 1 of the curren	t year (2023)?		
-	or this project as of Jan Residential Commercial/Industria			•	o of total units % of total uni	ts
a. b.		units or units or	units or	•	o of total units % of total uni	ts
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