

# Official Request SHOPPING CENTER INCOME & EXPENSE SURVEY

CITY OF ALEXANDRIA  
DEPARTMENT OF REAL ESTATE ASSESSMENTS  
703.746.4646



Tax Assessment Map #      Abstract Code      Account #

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This form is accessible via the Department'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  
DEPARTMENT OF REAL ESTATE ASSESSMENTS  
P. O. BOX 178  
ALEXANDRIA, VIRGINIA 22313-1501

## Dear Property Owner:

The Department 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 2011. 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 2012 calendar year.

Income information related to calendar year 2012 that you may have previously submitted to the Department 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 in regard to 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. If the property is 100% owner occupied, and therefore not income producing, please state this in writing on the front of the form and return it to our office.

The enclosed self-addressed envelope is provided for your convenience. The income information must be returned to our office no later than **May 1, 2013** or postmarked by the U. S. Postal Service no later than **May 1, 2013**. Please note 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 Department of Real Estate Assessments**

Enclosure

The Income and Expense information must be placed on this form. No alternative forms may be used. If you should have any questions or need assistance please call our office at 703.746.4646.

**CERTIFICATION**

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

Name of property \_\_\_\_\_

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

Type of project or building \_\_\_\_\_

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

**By online submission of this form, the individual named below certifies that all information including the accompanying schedules and statements have been examined and to the best of my knowledge and belief are true, correct, and complete.**

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

Address \_\_\_\_\_

Date \_\_\_\_\_ Contact Person \_\_\_\_\_ Title \_\_\_\_\_

**A. ANNUAL OPERATING INCOME (Calendar Year 2012)**

Potential Gross Rent (100% occupancy)

Rental Income - Minimum .....

Rental Income - Overage .....

1. Total Potential Gross Rent .....

2. Less Vacancy (do not include bad-debt allowance).....

3. Effective Gross Rent (line 1 minus line 2) .....

Other Income

Common Area Charges .....

Real Estate Taxes .....

Insurance .....

Other escalation charges .....

Income from sale of utilities .....

Miscellaneous income .....

4. Total Other Charges .....

5. Total Income From All Sources (line 3 plus line 4) .....

**B. OPERATING EXPENSES (Calendar Year 2012 )**

Maintenance Expenses

Roof repair .....

Building .....

Parking lot .....

Utilities .....

Security.....

Enclosed Mall HVAC .....

Snow removal .....

Trash removal .....

Landscaping .....

Elevator/Escalator .....

6. Total Maintenance .....

**Office Area Services Expenses**

General and Administrative

- Management fees .....
- Leasing agent fees .....
- Bad-debt allowance.....
- On-site payroll and benefits .....
- Professional services .....
- Other .....

7. Total General and Administrative Expenses.....

8. Total Advertising and Promotions Expenses.....

9. Total Liability and Other Insurance.....

10. Real Estate Taxes.....

11. Total Operating Expenses (add lines 6, 7, 8, 9, and 10) .....

Net Operating Income (line 5 minus line 11).....

**C. LEASING INFORMATION**

- Total occupancy area (total floor space) \_\_\_\_\_sq. ft.
- Gross leasable area (total floor area designed for tenants' occupancy and exclusive use) \_\_\_\_\_sq. ft.
- Total average annual area vacant \_\_\_\_\_sq. ft.
- Asking rent per sq. ft. for vacant space(s) \_\_\_\_\_

**D. COST INFORMATION** (applicable if property was built within the last five years)

- Estimated total construction costs when built .....\$ \_\_\_\_\_
- Price of land when purchased .....\$ \_\_\_\_\_
- TOTAL COSTS ..... \$ \_\_\_\_\_

**E. SALES INFORMATION** (applicable if the property transferred in the last 3 years)

- Date acquired \_\_\_\_\_ Price \_\_\_\_\_
- Date sold \_\_\_\_\_ Price \_\_\_\_\_

**F. ADDITIONAL INFORMATION**

1. Provide any other information you consider pertinent to the valuation of the property. Please attach additional sheets if necessary.
2. Please attach your most recent and detailed rent roll or complete the last page of this form. Please be sure the rent roll includes the tenants' gross leasable area (GLA), the lease duration, minimum and overage rent, and escalation charges.

**Confidential**

