

Official Request
**WAREHOUSE / INDUSTRIAL PROPERTY
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
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 2015. 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 2015 calendar year.

Income information related to calendar year 2015 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 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 2, 2016** or postmarked by the U. S. Postal Service no later than **May 2, 2016**. 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

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 owner or officially authorized representative. Please type or print all information except signature.)

Name of building _____

Property address _____

Type of project or building _____

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 _____

A. BUILDING INFORMATION

- 1 Estimate of NLA _____ (sq. ft.)
- 2 # of Stories _____ (sq. ft.)
- 3 Below grade space _____ (sq. ft.)

B. PHYSICAL VACANCY INFORMATION

- 1 Space vacant January 1 (2015) _____ sq. ft. rentable
- 2 Space vacant January 1 (2016) _____ sq. ft. rentable

C. ASKING RENT INFORMATION

- 1 Current ASKING rent per sq. ft. for vacant space _____

D. 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 _____

E. ANNUAL INCOME (for calendar year 2015)

Rental Income:

- 01 Potential rental income..... _____
- 02 Sales of utilities/services..... _____
- 03 Other rental income (Specify: _____) _____
- 04 Income loss from vacancy (2015)..... _____
- 05 Income loss from bad debts (2015) _____
- 06 Actual rental income received..... _____

Other Income:

- 07 Common area maintenance reimbursement..... _____
- 08 Interest income..... _____
- 09 Insurance reimbursement..... _____
- 10 Operating expense reimbursement..... _____
- 11 Tax escalation or reimbursement _____
- 12 Parking and special areas _____
- 13 Other rental income (Specify: _____) _____
- 14 Miscellaneous (Specify: _____) _____
- 15 Miscellaneous (Specify: _____) _____
- 16 Miscellaneous (Specify: _____) _____
- 17 Total Other Income (Sum of lines 07 through 16) _____
- 18 TOTAL ACTUAL INCOME (Sum of lines 06 and 17) _____**

F. CAPITAL IMPROVEMENTS, RENOVATIONS

Have there been Capital Improvements or Capital Renovations to the property during this reporting period?

Yes No If yes, please provide total cost here and attach a detailed list on a separate page.

Reflect only the capital costs that were actually expensed in calendar year 2015.

G. ANNUAL OPERATING EXPENSES

Utilities:

- 19 Water and sewer _____
- 20 Electricity (excludes HVAC) _____
- Electricity (includes HVAC) _____
- 21 Primary heating fuel (Specify: _____) _____
- 22 Other fuel (Specify: _____) _____
- TOTAL UTILITIES _____**

Maintenance & Repairs: (excluding capital expenditures or tenant improvements)

- 23 Maintenance payroll (including payroll taxes and benefits) _____
- 24 HVAC repairs _____
- 25 Electric/plumbing repairs _____
- 26 Elevator repairs _____
- 27 Roof repairs _____
- 28 Other common area or exterior repairs _____
- 29 Miscellaneous repairs (Specify: _____) _____
- TOTAL MAINTENANCE & REPAIRS _____**

Management and Administrative:

30 Management fees _____
31 Other administrative/payroll (including payroll taxes and benefits) _____
32 Leasing Fees _____
TOTAL MANAGEMENT AND ADMINISTRATIVE _____

Services:

33 Janitorial/cleaning (payroll/contract) _____
34 Landscape (grounds maintenance) _____
35 Trash _____
36 Security _____
37 Snow removal _____
TOTAL SERVICES _____

Insurance and Taxes (excluding payroll taxes):

38 Insurance, Fire, Casualty (one year) _____
39 Other taxes, fees _____
40 Real Estate Taxes _____
TOTAL INSURANCE AND TAXES _____

Total Operating Expenses:

41 Total Expense _____

H. NET OPERATING INCOME _____