



DEPARTMENT OF REAL ESTATE ASSESSMENTS

2100 Clarendon Blvd., Suite 611 Arlington, VA 22201  
TEL 703.228.3920 www.arlingtonva.us

TO WHOM IT MAY CONCERN:

The Department of Real Estate Assessments is collecting and analyzing information for the annual reassessment of real estate. Comparable sales, replacement cost data, and income and expense information will be used to make fair market value assessments of properties in Arlington County.

The accompanying survey has been designed for the analysis of income-producing properties. The information will be used to determine the ranges of operating characteristics and the investment criteria present in the marketplace for income-producing real estate.

This request is made by the authority of the Constitution of Virginia and the Code of Virginia. The income and expense information which is provided will be kept confidential according to Section 58.1-3 of the Code of Virginia. ***If there is willful failure to furnish statements of income and expenses in a timely manner to the director, the owner of such parcel of real estate shall be deemed to have waived his or her right in any proceeding contesting the assessment to utilize such income and expenses as evidence of fair market value. (Code of Virginia 15.2-716).***

All income and expense statements must be certified with the signature of the owner, an officer of the corporation, or the duly authorized agent of the owner. If the statement is certified by an agent, an express authorization from the owner to do so must be submitted with the statement.

This request for information is not limited to income and expenses but extends to all things that affect the value of the subject property including, but not limited to, structural defects, physical conditions, lease terms, etc. Please describe these and provide any supporting documentation in 8 ½ X 11 format. Please submit the signed form with any supporting documents to the Department of Real Estate Assessments by April 15, 2011.

If you have any questions, or wish to discuss the survey form with a member of the assessment staff, please call (703) 228-3920 between 8:00 AM and 5:00 PM Monday through Friday.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas L. Rice".

Thomas L. Rice, Director

TLR/wv  
Enclosure



\*\*\* CONFIDENTIAL \*\*\*

**ARLINGTON COUNTY, VIRGINIA**  
**DEPARTMENT OF REAL ESTATE ASSESSMENTS**  
2100 CLARENDON BOULEVARD , SUITE 611  
ARLINGTON, VIRGINIA 22201  
**(703) 228-3920**



E-Mail: realog2@arlingtonva.us

Website: www. arlingtonva.us

**PLEASE COMPLETE AND RETURN TO ABOVE ADDRESS BY APRIL 15, 2011**

**OFFICE BUILDING/COMMERCIAL PROPERTY INCOME AND EXPENSE QUESTIONNAIRE**

ALL INFORMATION REQUESTED IS PURSUANT TO THE CONSTITUTION OF VIRGINIA AND THE TAX CODE OF VIRGINIA AND ALL DATA FURNISHED WILL REMAIN CONFIDENTIAL IN ACCORDANCE WITH 58.1-3 OF THE CODE OF VIRGINIA. IF THERE IS A WILLFUL FAILURE TO FURNISH STATEMENTS OF INCOME AND EXPENSES IN A TIMELY MANNER TO THE DIRECTOR, THE OWNER OF SUCH PARCEL OF REAL ESTATE SHALL BE DEEMED TO HAVE WAIVED HIS OR HER RIGHT IN ANY PROCEEDING CONTESTING THE ASSESSMENT TO UTILIZE SUCH INCOME AND EXPENSES AS EVIDENCE OF FAIR MARKET VALUE (CODE OF VIRGINIA 15.2-716)

List all RPC 's included in this statement \_\_\_\_\_

Accounting period: from Mo. Yr. to Mo. Yr.

Name of Project: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Management Firm or Agent \_\_\_\_\_

Address: \_\_\_\_\_

— No. Street Suite No.

— City State Zip

Does the Management Company have an ownership interest in the property? \_\_\_\_\_ (Explain) \_\_\_\_\_

Are any operating expenses paid to persons with an ownership interest? \_\_\_\_\_ (Explain) \_\_\_\_\_

**NOTE: Income and Expense information provided will not be considered valid unless signed and dated by owner or officer of the corporation or an authorized agent as requested below. IMPORTANT: AGENTS AND PROPERTY MANAGERS MUST ATTACH EXPRESS WRITTEN AUTHORITY FROM OWNER TO SIGN THIS FORM.**

**ALL OF THE INFORMATION PROVIDED HEREIN HAS BEEN EXAMINED BY ME AND IS TRUE, CURRENT, AND COMPLETE, TO THE BEST OF MY KNOWLEDGE.**

Name \_\_\_\_\_ Signed \_\_\_\_\_  
(Please Print or Type) (Signature of Owner or Authorized Agent)

Title \_\_\_\_\_ Company \_\_\_\_\_  
(Owner or Authorized Agent)

Telephone No. ( \_\_\_\_\_ ) \_\_\_\_\_ Date \_\_\_\_\_

Gross Bldg. Area: \_\_\_\_\_ S.F.

Total No. Parking Spaces - Garage \_\_\_\_\_ Surface \_\_\_\_\_

	<u>GROSS SQ. FT. AREA</u>	<u>NET RENTABLE SQ. FT.</u>
Office	_____	_____
Retail	_____	_____
Storage	_____	_____
Other <b>(Identify)</b>	_____	_____
	_____	_____

**TENANT INFORMATION: PLEASE IDENTIFY THE FOLLOWING SPACES AND RENTAL RATES:**

Owner Occupied \_\_\_\_\_/S.F. @\$\_\_\_\_\_/S.F.

Mgmt. Co. Occupied \_\_\_\_\_/S.F. @\$\_\_\_\_\_/S.F.

Vacant Space \_\_\_\_\_/S.F. @\$\_\_\_\_\_/S.F.  
(End of Year)

Estimated LOSS OF INCOME due to VACANCIES: \$\_\_\_\_\_ during the accounting period.

What are current asking rents? \$\_\_\_\_\_/S.F. Based on gross or net S.F.?

Have you granted rent concessions? (NO)\_\_\_\_\_ (YES)\*

***\*If yes, please attach a list showing tenants' names, types and amounts and duration of the concessions.***

\*\*\*\*\*PLEASE COMPLETE THE RENT ROLL ON PAGE 4\*\*\*\*\*

**INCOME AND EXPENSE INFORMATION**

**INCOME**

**GROSS POSSIBLE RENTS @100% OCCUPANCY (for the accounting period)**

I 01 Rents -- Office ..... \$\_\_\_\_\_

I 02 Rents -- Retail ..... \_\_\_\_\_

I 03 Rents -- Garage Prk..... \_\_\_\_\_

I 04 Rents -- Storage ..... \_\_\_\_\_

I 05 Rents -- Other (Identify) ..... \_\_\_\_\_

**SUBTOTAL**..... \_\_\_\_\_

I 06 Pass-Throughs..... \_\_\_\_\_

I 07 Retail Percentage Income ..... \_\_\_\_\_

I 08 Miscellaneous Income (Explain)..... \_\_\_\_\_

**GROSS POSSIBLE INCOME**..... \$\_\_\_\_\_

**LESS ACTUAL:**

I 09 Vacancies ..... \_\_\_\_\_

I 10 Rent Loss (give details) ..... \_\_\_\_\_

I 11 Rent Concessions (give details) ..... \_\_\_\_\_

**EFFECTIVE GROSS INCOME:**..... \$\_\_\_\_\_

*(TOTAL ACTUAL COLLECTIONS)*

**EXPENSES**

	<u>TOTAL COST</u>	<u>PASS THROUGH (PAID BY TENANTS)</u>
E 01 Electricity .....	_____	_____
E 02 Water & Sewer .....	_____	_____
E 03 HVAC Fuel:		
Gas.....	_____	_____
Oil.....	_____	_____
<b><u>SUBTOTAL UTILITIES.....</u></b>	<b><u>\$</u></b>	<b><u>\$</u></b>
E 04 Janitorial Payroll or Contract.....	_____	_____
E 05 Cleaning Supplies .....	_____	_____
E 06 Miscellaneous Janitorial.....	_____	_____
<b><u>SUBTOTAL JANITORIAL .....</u></b>	<b><u>\$</u></b>	<b><u>\$</u></b>
E 07 Maint. & Repair Payroll .....	_____	_____
E 08 Maintenance Supplies.....	_____	_____
E 09 HVAC Repairs.....	_____	_____
E 10 Electric Repairs.....	_____	_____
E 11 Plumbing Repairs.....	_____	_____
E 12 Elevator Repairs/Maint.....	_____	_____
E 13 Exterior Repairs .....	_____	_____
E 14 Roof Repairs .....	_____	_____
E 15 Tenant/Public Area Decorating.....	_____	_____
E 16 Repairs to Parking Lot/Garage .....	_____	_____
E 17 Miscellaneous Repairs.....	_____	_____
<b><u>SUBTOTAL MAINTENANCE AND REPAIR .....</u></b>	<b><u>\$</u></b>	<b><u>\$</u></b>
E 18 Administrative Payroll .....	_____	_____
E 19 Advertising .....	_____	_____
E 20 Management Fee.....	_____	_____
E 21 Leasing Commissions.....	_____	_____
E 22 Legal & Accounting Fees .....	_____	_____
E 23 Other Administrative Costs .....	_____	_____
(Give details).....	_____	_____
E 24 Payroll Taxes .....	_____	_____
E 25 Employee Benefits.....	_____	_____
<b><u>SUBTOTAL ADMINISTRATIVE EXPENSES .....</u></b>	<b><u>\$</u></b>	<b><u>\$</u></b>
E 26 Landscaping.....	_____	_____
E 27 Trash Removal.....	_____	_____
E 28 Security - Payroll or Contract.....	_____	_____
E 29 Snow Removal.....	_____	_____
E 30 Window Washing .....	_____	_____
E 31 Miscellaneous Services (give details)	_____	_____
<b><u>SUBTOTAL SERVICES .....</u></b>	<b><u>\$</u></b>	<b><u>\$</u></b>
E 32 Property Insurance.....	_____	_____
E 33 Business Tangible Tax.....	_____	_____
E 34 Business License .....	_____	_____
<b><u>SUBTOTAL INSURANCE &amp; TAX .....</u></b>	<b><u>\$</u></b>	<b><u>\$</u></b>
<b><u>TOTAL OPERATING COSTS .....</u></b>	<b><u>\$</u></b>	<b><u>\$</u></b>
.....		(Also enter on P.2 - I-06)
E 35 Real Estate Taxes.....	\$ _____	\$ _____
E 36 Renovations/Capital Improvements....	\$ _____	\$ _____

