

**** CONFIDENTIAL ****
WILLIAMSON COUNTY, TENNESSEE
PROPERTY ASSESSOR'S OFFICE

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COMMERCIAL PROPERTY INCOME AND EXPENSE QUESTIONNAIRE

ALL INFORMATION FURNISHED BY THE PROPERTY OWNER WILL BE FOR THE USE OF THE WILLIAMSON COUNTY OFFICE OF THE PROPERTY ASSESSOR. UNDER THE AUTHORITY OF THE TENNESSEE COURT RULES ANNOTATED, RULES OF CIVIL PROCEDURE 34.01, THIS INFORMATION WILL BE REQUESTED AS APPLICABLE IN HEARINGS BEFORE THE STATE BOARD OF EQUALIZATION. ALL DATA FURNISHED WILL REMAIN CONFIDENTIAL IN ACCORDANCE WITH 67-5-402 OF THE TENNESSEE TAX CODE ANNOTATED, AND WILL NOT APPEAR ON ANY DOCUMENTS THAT ARE AVAILABLE TO THE PUBLIC.

PLEASE COMPLETE AND RETURN TO THE ABOVE ADDRESS BY

May 1

List all Map and Parcel numbers in this statement _____

Accounting Period: **Beginning** Month _____ Year _____ **Ending** Month _____ Year _____

Name of Project: _____

Property Address: _____

Name of Owner: _____

Name of Agent / Management Firm: _____

Address of Agent / Management Firm: _____

Does the Agent / Management Firm have an ownership in the property? YES or NO (please circle)

Are any operating expenses paid to persons with an ownership interest? YES or NO (attach explanation if YES)

NOTE: Income and Expense information 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: _____
(Please print)

Signed _____
(Signature of Owner or Authorized Agent)

Title _____

Company _____

Telephone Number (_____) _____ Date _____

Gross Building Area: _____ Sq. Ft.

	GROSS AREA SQ. FT.	NET RENTABLE AREA SQ. FT.
OFFICE	_____	_____
RETAIL	_____	_____
STORAGE	_____	_____
OTHER	_____	_____

PLEASE IDENTIFY THE FOLLOWING AREAS AND RENTAL RATES:

Owner Occupied	_____ Sq. Ft.	@ \$ _____ Sq. Ft.
Mgmt Co. Occupied	_____ Sq. Ft.	@ \$ _____ Sq. Ft.
Vacant Space (Year End)	_____ Sq. Ft.	@ \$ _____ Sq. Ft.

Estimated **Loss of Income** due to **Vacancies**: \$ _____ Sq. Ft. for the accounting period.

What are current asking rents? \$ _____ Sq. Ft. Rates are Gross or Net? (please circle)

During the accounting period, did you grant rent concessions? NO YES

If yes, please attach a list of tenant's names, amounts, types and durations of concessions.

INCOME AND EXPENSE INFORMATION

- INCOME -

GROSS POSSIBLE RENTS @ 100% OCCUPANY (for accounting period)

I-01	Rents – Office	\$ _____
I-02	Rents – Retail	_____
I-03	Rents – Storage	_____
I-04	Rents – Parking	_____
I-05	Rents – Other (identify) Other	_____

SUBTOTAL \$ _____

I-06	Pass Through	_____
I-07	Retail Percentage Rents	_____
I-08	Miscellaneous Income (Explain)	_____

GROSS POSSIBLE INCOME \$ _____

LESS ACTUAL

I-09	Vacancies	_____
I-10	Rent Loss (explain)	_____
I-11	Rent Concessions (explain)	_____

**EFFECTIVE GROSS INCOME
(TOTAL ACTUAL COLLECTIONS)** \$ _____

- EXPENSES -

		TOTAL EXPENSE	PASSED THROUGH (PAID BY TENANTS)
E-01	Electricity	_____	_____
E-02	Water / Sewer	_____	_____
E-03	HVAC Gas Oil	_____	_____
<u>SUBTOTAL - UTILITIES</u>		\$ _____	\$ _____
E-04	Janitorial Payroll	_____	_____
E-05	Cleaning Supplies	_____	_____
E-06	Misc Janitorial	_____	_____
<u>SUBTOTAL - JANITORIAL</u>		\$ _____	\$ _____
E-07	Maint & Repair Payroll	_____	_____
E-08	Maintenance Supplies	_____	_____
E-09	HVAC Repairs	_____	_____
E-10	Electric Repairs	_____	_____
E-11	Plumbing Repairs	_____	_____
E-12	Elevator Rep / Maint	_____	_____
E-13	Exterior Repairs	_____	_____
E-14	Roof Repairs	_____	_____
E-15	Tenant / Public Decorating	_____	_____
E-16	Parking Lot / Garage Repairs	_____	_____
E-17	Miscellaneous Repairs	_____	_____
<u>SUBTOTAL - MAINT & REPAIR</u>		\$ _____	\$ _____
E-18	Administrative Payroll	_____	_____
E-19	Advertising	_____	_____
E-20	Management Fee	_____	_____
E-21	Leasing Commissions	_____	_____
E-22	Legal & Accounting Fees	_____	_____
E-23	Other Admin Costs	_____	_____
E-24	Payroll Taxes	_____	_____
E-25	Employee Benefits	_____	_____
<u>SUBTOTAL - ADMINISTRATIVE</u>		\$ _____	\$ _____
E-26	Landscaping	_____	_____
E-27	Trash Removal	_____	_____
E-28	Security Payroll / Contract	_____	_____
E-29	Snow Removal	_____	_____
E-30	Window Washing	_____	_____
E-31	Miscellaneous Services	_____	_____
<u>SUBTOTAL - SERVICES</u>		\$ _____	\$ _____
E-32	Property Insurance	_____	_____
E-33	Business Tangible Tax	_____	_____
E-34	Business License	_____	_____
<u>SUBTOTAL INSURANCE & TAX</u>		\$ _____	\$ _____
<u>TOTAL OPERATING COSTS</u>		\$ _____	\$ _____
E-35	Real Estate Taxes	_____	_____

E-36 Capital Improv / Renovations \$ _____ \$ _____

TENANT & SUITE NUMBER	SQ FT	LEASE DATES		BASE RENTS	PERCENTAGE RENTS	PASS THROUGHS	TOTAL RECEIPTS
		Begin	End				

Attached additional sheets if necessary.

WILLIAMSON COUNTY COMM 2009