



**Office of the City Assessor**  
 900 East Broad Street, Room 802  
 Richmond, Virginia 23219

**Retail Property**

**Income and Expense Survey for Calendar Year of \_\_\_\_\_**

Information provided is CONFIDENTIAL, in accordance with Virginia Law

Map Reference \_\_\_\_\_ Property Address \_\_\_\_\_

Form Preparer/Position \_\_\_\_\_  
 Name Position

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_ Date \_\_\_\_\_

The preparer above declares under penalties provided by law, this return (including any accompanying schedules and statements) has been examined and is believed to be a true, correct and complete return. If the return is prepared by any person other than the owner, his / her declaration is based on all the information relating to the matters required to be reported in the return of which he/she has knowledge.

**General Description Information**

(Please check applicable category and complete the related questions.)

Property is totally owner-occupied Occupied Area \_\_\_\_\_ Sq.Ft.

Property is owner-occupied with Tenants  
 Total Building Area \_\_\_\_\_ Sq.Ft.  
 Owner-occupied Area \_\_\_\_\_ Sq.Ft.  
 Tenant-occupied Area \_\_\_\_\_ Sq.Ft.

Property is fully leased  
 Gross Leaseable Area (GLA) \_\_\_\_\_ Sq.Ft.  
 Gross Building Area \_\_\_\_\_ Sq.Ft.

Property is: Vacant Total Building Area \_\_\_\_\_ Sq.Ft.  
 Available for Sale Asking/List Price \$ \_\_\_\_\_  
 Available for Rent Asking Rent \$ \_\_\_\_\_  
 Holding for Future Use Please describe:  
 \_\_\_\_\_

# Units/Unit sizes \_\_\_\_\_ 0-500sf \_\_\_\_\_ 500-1,500sf \_\_\_\_\_ 1,500-3,000sf  
 \_\_\_\_\_ 3,000-5,000sf \_\_\_\_\_ 5,000-10,000sf \_\_\_\_\_ 10,000-20,000sf  
 \_\_\_\_\_ 20,000-50,000sf \_\_\_\_\_ >50,000sf

Parking Available: \_\_\_\_\_ (number of spaces)

Other Leased space: Cell Tower Date of Lease \_\_\_\_\_ Lease Amount \$ \_\_\_\_\_ per/year  
 Company Name: \_\_\_\_\_

**Annual Income**

Base Rental Income – Minimum \$ \_\_\_\_\_  
Additional Rental Income – overages \$ \_\_\_\_\_  
Parking Rental Income \$ \_\_\_\_\_

**Total Rent** \$ \_\_\_\_\_

**Other Income (Reimbursements from Tenants)**

Common Area Charges \$ \_\_\_\_\_  
Property Tax Reimbursement \$ \_\_\_\_\_  
Insurance Reimbursement \$ \_\_\_\_\_  
Utility Charge Reimbursement \$ \_\_\_\_\_

**Total Operating Receipts** \$ \_\_\_\_\_

**Total Annual Income** \$ \_\_\_\_\_

**Vacancy & Collection Loss** \_\_\_\_\_ SF  
(Year End)

**Annual Operating Expenses**

	CAM* Expense	Paid By Landlord	Paid By Tenants
<u>Fixed Expenses</u>			
Real Estate Taxes	\$ _____		
Insurance	\$ _____		
<u>Variable Expenses</u>			
Repair & Maintenance	\$ _____		
Parking Lot Maintenance	\$ _____		
Parking Rental Expense	\$ _____		
Utilities	\$ _____		
Trash Removal	\$ _____		
Security	\$ _____		
Advertising/Promotional	\$ _____		
Administrative Expenses	\$ _____		
Professional Services	\$ _____		
Management Fees	\$ _____		
Leasing Agent Fees	\$ _____		
Other: _____	\$ _____		
Other: _____	\$ _____		

**Total Operating Expenses** \$ \_\_\_\_\_

**Net Operating Income** \$ \_\_\_\_\_

Please include your Income Summary, rent roll or use the one enclosed as a guide and typical lease. Attach comments and/or other information on a separate page, ie. IRS Schedule E Supplemental Income and Loss form, capital expenses, etc...

