



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

**Industrial 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 signature above declares under penalties provided by law, this return (including any accompanying schedules and statements) has been examined and is believed to be 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 Data**

Business Name: \_\_\_\_\_

Which of the following best describes your property? (Check one)

- Single Tenant
- Owner-user
- Other (describe) \_\_\_\_\_
- Owner-user and tenant (s)
- Multi-tenant investment

Which of the following reflects the primary use of your property (Check one)

- Warehouse/Distribution
- Manufacturing
- Hi-Tech/Research/Development
- Other (describe) \_\_\_\_\_
- Mini-Warehouse
- Multi-bay, mixed-use

Number of buildings

- One
- Two
- Three
- More than three

Gross Building Area (GBA): \_\_\_\_\_ square feet

Total Office Area: \_\_\_\_\_ square feet

Total Warehouse Area: \_\_\_\_\_ square feet

Total Other Area: \_\_\_\_\_ square feet

Total Rentable Area<sup>1</sup>: \_\_\_\_\_ square feet

Parking Available: \_\_\_\_\_ # of spaces

Typical Lease Structure (Please include a copy of a typical lease)

- Gross<sup>2</sup>
- Net<sup>3</sup>
- Absolute Net<sup>4</sup>

Total Leased Area: \_\_\_\_\_

<sup>1</sup> Total area included in tenant lease(s).  
<sup>2</sup> Owner pays all expenses.  
<sup>3</sup> Owner pays only a few expenses; tenant (s) pays some expenses directly, such as utilities or interior maintenance.  
<sup>4</sup> Tenant pays for all expenses, including real-estate taxes and insurance.

(Industrial Property Cont'd)

**Annual Gross Income**

Gross Rental Income \_\_\_\_\_ square feet      \$ \_\_\_\_\_ / sq.ft. = \$ \_\_\_\_\_

Other Income \_\_\_\_\_ \$ \_\_\_\_\_

Total Gross Income \$ \_\_\_\_\_

**Vacancy** (Year End): \_\_\_\_\_ SF

**Annual Operating Expenses**

Real Estate Taxes \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Administrative/Legal/Accounting \$ \_\_\_\_\_

Repairs and Maintenance \$ \_\_\_\_\_

Trash/Snow Removal \$ \_\_\_\_\_

Management Fee \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

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

\*Please identify any capital expenditures or extraordinary costs which vary from the typical operating expenses?

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...

