



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

Office Property

Income and Expense Survey for Calendar Year of _____

Information provided is CONFIDENTIAL, in accordance with Virginia Law

INFORMATION SUBMITTED ON THIS FORM WILL NOT BE DIVULGED TO ANY UNAUTHORIZED PERSON, UNDER PENALTY OF LAW, § 58.1-3 CODE OF VIRGINIA

Owner Name: _____

Property Name: _____

Map Reference #(s): _____ Property Address: _____

Current Rents

In an effort to best reflect the market value of office buildings and projects in the city of Richmond it is requested the owner and/or the representative of the owner of these properties provide the following documentation:

A detailed rent roll (excel spread sheet) that would include a listing of all tenants identified by their assigned space within the building, each tenant's net leased area, the monthly/yearly amount of each lease, the term of the lease (beginning and ending dates), any extra charges, any tenant improvement included in the lease. If the property is mixed use (having retail and/or commercial as well as office space) please list these areas separately.

A brief description of amenities included in the base rent (paid by the owner/landlord) and those for which an additional cost to the tenant may be charged.

A listing of the following: available parking spaces on-site, whether parking is included in the lease rate or is charged outside the lease agreement. Does the landlord provide parking off site (another location) and what is the cost to the land lord.

Income/Expense Statement

A copy of the property's Income and Expenses for the same time period of the rent roll above with each category identified and the cost related to that category listed. NOT the Owner's IRS form 8825.

Notes on Expenses: Only legitimate expenses necessary to the operation of the real property will be considered. Do not include business related expenses, mortgage related expenses, depreciation allowances, etc. The annual expense items must coincide with the same annual period specified for the gross income estimate. You may have to allocate certain expense items that are not incurred annually. For example, exterior painting may be needed every 7 years. Do not include the total expense for such items if the expense was incurred during this annual reporting period. If painting is done every 7 years and the cost is \$21,000, the amount to report would be \$3,000 (\$21,000 divided by 7 years).

Please email this survey and other requested information to asktheassessor@richmondgov.com.