

## INCOME AND EXPENSE FORM

By completing the enclosed form, you will help reflect economic conditions within your community which will become the basis for utilizing the income approach to value. The information you provide will remain confidential and will be considered, with all other information gathered, in order to establish uniform guidelines to be equitably applied throughout the community. It is, therefore, requested that you complete the enclosed form and return it to the address shown on the cover letter. Please fill out all sections of the form. Your cooperation is appreciated.

**LUC:**

OFFICE USE ONLY

**(APARTMENT, HOTEL AND OTHER INCOME SECTIONS, SEE REVERSE)**

- [illegible]



**APARTMENT INCOME**

INDICATE WITH "X"  
Expenses Paid / Items Supplied by Owner

NO. UNITS OF THIS TYPE	NO. OF ROOMS	NO. OF BEDROOMS	NO. OF BATHS	RENT PER MONTH	FLOOR LEVEL	H E A T	E L E C T R I C	R U B B I S H	A I R C O N D.	R E F R I G E R A T O R	S T O V E	D I S H W A S H E R	D I S P O S A L	F U R N I T U R E	M I C R O W A V E

\* Excluding Bathrooms

**HOTEL/MOTEL INCOME**

TYPE	No. UNITS	RATES			ANNUAL OCCUPANCY PERCENT
		HIGH	LOW	SWING	

**OTHER INCOME**

PARKING	OTHER
LAUNDRY	OTHER
VENDING	OTHER

**SALES INFORMATION**

If the property was purchased within the past 10 years, complete the following.

LAND ONLY	LAND AND BUILDINGS
PRICE\$ _____ DATE ____/____/____	PRICE\$ _____ DATE ____/____/____
COMMENTS ON ANY SPECIAL CONDITIONS	

**CONSTRUCTION COSTS**

Complete if construction or major remodeling was performed within past 10 years


**OTHER INFORMATION**

Please provide any information which may assist in arriving at a fair and equitable appraisal of this property.


**ANNUAL EXPENSES**

Items		20	20
MANAGEMENT	GROSS AREA		
	NET LEASABLE		
	MNGMNT FEE		
	COMMISSIONS		
	LEGAL		
	ACCOUNTING		
	PAYROLL TAX		
GENERAL	SNOW REMOVAL		
	BLDG SUPPLIES		
	TRASH		
	MISC.		
CLEANING	WAGES		
	SUPPLIES		
	CONTRACT SERVICES		
UTILITIES	HEATING		
	ELECTRIC		
	AIR COND.		
	WATER		
	SEWER		
	ELEVATOR		
	OTHER UTILS.		
CONSTRUCTION	DECORATING		
	REPAIRS AND MAINTENANCE		
	TENANT ALLOW		
	OTHER CONSTR		
FIXED EXPENSE	INSURANCE		
	REAL ESTATE TAXES		
	OTHER TAX		
	DEPRECIATION		
	FURN. & FIXT.		
	INTEREST		
	LAND RENT		
	BAD DEBT		
OTHER	VAC RATE		
	OTHER EXP.		
TOTAL			

PREPARED BY \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone No. \_\_\_\_\_

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