

Official Request  
**APARTMENT**  
**INCOME & EXPENSE SURVEY**  
CITY OF ALEXANDRIA  
OFFICE OF REAL ESTATE ASSESSMENTS  
703.746.4646



Tax Assessment Map #      Abstract Code      Account #

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This form is accessible via the Office's website at [www.alexandriava.gov/realestate](http://www.alexandriava.gov/realestate)  
**If you wish, you may download the form and enter the data via the fillable PDF and submit electronically.**

**RETURN TO:**  
CITY OF ALEXANDRIA  
OFFICE OF REAL ESTATE ASSESSMENTS  
P.O.BOX 178  
ALEXANDRIA, VIRGINIA 22313-1501

**Dear Property Owner:**

The Office of Real Estate Assessments is in the process of collecting and analyzing information for the annual reassessment of real estate located in the City of Alexandria. This is an official request pursuant to Section 58.1-3294 of the **Code of Virginia** that requires you to furnish this office with income and expense data for any income-producing properties for calendar year 2017. This request is also in compliance with Section 3-2-186 of the Alexandria City Code. All information submitted will be kept strictly confidential under the stipulations of Section 58.1-3 of the **Code of Virginia**.

This survey form is to be completed by the property owner or a duly authorized agent, showing the gross income (at 100% occupancy), vacancies and expenses for the above referenced property. The information should encompass the 2017 calendar year.

Income information related to calendar year 2017 that you may have previously submitted to the Office of Real Estate Assessments or to the Board of Equalization as part of a review or an appeal, **must be resubmitted at this time to satisfy this request.** The income information requested by the Department of Finance in regard to business licenses is not associated with this request.

In addition to the information requested as part of this survey, we request that you submit any other income or expense information that you believe to be relevant to the assessment of your property.

The enclosed self-addressed envelope is provided for your convenience. The income information must be returned to our office no later than **May 1, 2018** or postmarked by the U. S. Postal Service no later than **May 1, 2018**. We would like to remind you that any Request for Review of Assessment filed with this office, or any Appeal of Assessment filed with the Board of Equalization, which is based upon the income or expenses attributable to your property will not be considered unless this information has been filed on time.

If you have any questions regarding this matter, or wish to discuss this request form with a member of our appraisal staff, please call between 8:00 a.m. and 5:00 p.m., Monday through Friday. Your cooperation and timely response to this legal requirement will be greatly appreciated.

Sincerely,

**The Office of Real Estate Assessments**

Enclosure

**CERTIFICATION**

State law requires certification by the owner or officially authorized representative. (Please type or print all information except signature.)

Name of apartment \_\_\_\_\_

Property address \_\_\_\_\_

Type of project or building (garden, garden-townhouse, mid-rise, high-rise) \_\_\_\_\_

Owner(s) name(s) \_\_\_\_\_

<b>All information including the accompanying schedules and statements have been examined by me and to the best of my knowledge and belief are true, correct, and complete.</b>	
Management firm _____	Phone _____
Address _____	
Date _____	Signature _____ Title _____
Print Name _____	E-mail _____

The Income and Expense information must be placed on this form. No alternative forms may be used. A detailed set of instructions is part of this survey. These instructions are provided to assist you in completing the form. If you should have any questions or need assistance please call our office at 703.746.4646.

**A. ANNUAL INCOME TOTALS**

1. Potential Rental Income:

- 01a Market rent as of January 1, 2017, from **residential apartments**, assuming 100% occupancy .....
- 01b Market rent as of January 1, 2017, from any **commercial office and/or retail units**, assuming 100% occupancy .....
- 01c Total Potential Rental Income (Sum of Lines 01a and 01b) .....

2. Vacancy and Collection Loss (Calendar Year 2017):

	Residential	Commercial
02 Income loss due to vacancy .....	_____	_____
03 Income loss due to concessions .....	_____	_____
04 Income loss due to collection loss .....	_____	_____
05 <b>Total Vacancy and Collection Loss (Sum of Lines 02 through 04)</b> .....	_____	_____

3. Actual Gross Income (Calendar Year 2017):

- 06a Actual **apartment** rental income received .....
- 06b Actual **commercial** rental income received .....
- 06c **Actual income received (Sum of Lines 06a through 06b)** .....

4. Other Income (Calendar Year 2017):

- 07 Excess rent attributable to corporate suites .....
- 08 Laundry income (Contract? Owner Managed? ) .....
- 09 Utility reimbursements.....
- 10 Interest income .....
- 11 Insurance reimbursements.....
- 12 Garage/Parking rents.....
- 13 Furniture rental income.....
- 14 Clubhouse rental .....
- 15 Special fees .....
- 16 HUD mortgage interest subsidy reimbursements .....
- (Specify: \_\_\_\_\_)
- 17 Concessions/ Vending machine income .....
- 18 Miscellaneous/Antenna Income (Specify: \_\_\_\_\_) .....
- 19 **Total Other Income (Sum of Lines 07 through 18)**.....

**TOTAL ACTUAL INCOME (Line 06c plus Line 19)**.....

**B. CAPITAL IMPROVEMENTS, RENOVATIONS**

Has the property had Capital Improvements or Capital Renovations during the reporting period?  
 Yes  No

If yes, please provide total cost here and attach a detailed list of improvements on a separate page. **Reflect only those capital costs that were actually expensed in calendar year 2017.**

Total Capital Cost \_\_\_\_\_

Do you fund a reserve for future capital improvements?  Yes  No  
 If yes, what is the annual amount? \_\_\_\_\_

**C. ANNUAL OPERATING EXPENSES (Calendar Year 2017)**

	Residential	Commercial
1. Utilities:		
20 Water and sewer.....	_____	_____
21a Electricity – excludes HVAC.....	_____	_____
21b Electricity – includes HVAC.....	_____	_____
22 Primary heating fuel (Specify: _____).....	_____	_____
23 Other fuel (Specify: _____).....	_____	_____
<b>TOTAL UTILITIES (Sum of Lines 20 through 23).....</b>	_____	_____
2. Maintenance and Repairs:		
24 Maintenance payroll (including payroll taxes and benefits).....	_____	_____
25 Maintenance supplies.....	_____	_____
26 HVAC repairs.....	_____	_____
27 Elec/Plumbing repairs.....	_____	_____
28 Elevator repairs.....	_____	_____
29 Roof repairs.....	_____	_____
30 Pool repairs.....	_____	_____
31 Other common area or exterior repairs.....	_____	_____
32 Typical redecorating or refit costs (i.e. painting, carpet, etc.).....	_____	_____
33 Other (Specify: _____).....	_____	_____
<b>TOTAL MAINTENANCE AND REPAIRS (Sum of Lines 24 through 33).....</b>	_____	_____
3. Administrative:		
34 Management fees.....	_____	_____
35 Administrative payroll (including payroll taxes and benefits).....	_____	_____
36 All other administrative costs.....	_____	_____
37 Corporate suite expense.....	_____	_____
<b>TOTAL ADMINISTRATIVE (Sum of Lines 34 through 37).....</b>	_____	_____
4. Services:		
38 Janitorial/Cleaning.....	_____	_____
39 Landscape.....	_____	_____
40 Trash service.....	_____	_____
41 Security/Pool service.....	_____	_____
42 Snow removal.....	_____	_____
<b>TOTAL SERVICES (Sum of Lines 38 through 42).....</b>	_____	_____
5. Insurance and Taxes:		
43 Estimated 2018 Alexandria Stormwater Utility Fee.....	_____	_____
44 Fire, Casualty insurance.....	_____	_____
45 Other taxes, fees (including occupancy tax).....	_____	_____
46 Real estate taxes.....	_____	_____
<b>TOTAL INSURANCE AND TAXES (Sum of Lines 43 through 46).....</b>	_____	_____
 6. TOTAL OPERATING EXPENSES BEFORE REPLACEMENT RESERVES		
47 <b>Total Expenses</b> .....	_____	_____
Replacement Reserves (2017).....	_____	_____

**D. NET OPERATING INCOME (Calendar Year 2017)**

	Residential	Commercial
<b>Total Actual Income less Operating Expenses less Replacement Reserves.....</b>	_____	_____

**E. VACANCY INFORMATION**

1. Vacancy for this project as of January 1 of the current year (2018)?

- a. Residential \_\_\_\_\_ units or \_\_\_\_\_ % of total units
- b. Commercial/Industrial \_\_\_\_\_ units or \_\_\_\_\_ % of total units

2. What was the average vacancy over the past year (2017)?

- a. Residential \_\_\_\_\_ units or \_\_\_\_\_ % of total units
- b. Commercial/Industrial \_\_\_\_\_ units or \_\_\_\_\_ % of total units

3. What is the typical length of the initial lease?

- a. Residential \_\_\_\_\_ # of months
- b. Commercial/Industrial \_\_\_\_\_ # of months

4. Rent concessions being offered as of January of the current year (2018):

- a. Residential ..... Unit type \_\_\_\_\_ Amt./Mo. \_\_\_\_\_ Total \_\_\_\_\_
- b. Commercial/Industrial..... Unit type \_\_\_\_\_ Amt./Mo. \_\_\_\_\_ Total \_\_\_\_\_

**F. SUBSIDIZED HOUSING INFORMATION**

1. Is this property a participant in one of the HUD or other low income housing programs?

Yes No

221-D-3      221-D-4      236 Section 8 - Project-based program \_\_\_\_\_

Other      ADU Program Tenant-based assistance \_\_\_\_\_

**Has there been a professional appraisal on this real property in the last five years?**    Yes    No

If yes, appraiser's estimate of value \$ \_\_\_\_\_ Date of value \_\_\_\_\_

**G. COST INFORMATION** (applicable if property was built within last 5 years)

Estimated total development costs (includes all direct or "hard" costs plus all indirect or "soft" costs, including marketing costs, leasing commissions, etc., to achieve initial stabilized occupancy) ..... \$ \_\_\_\_\_

Purchase price of land ..... \$ \_\_\_\_\_

**TOTAL COSTS.....** \$ \_\_\_\_\_

NOTE: A detailed construction cost breakout report may be substituted in lieu of the above information.

**H. SALES INFORMATION**

Date Acquired \_\_\_\_\_ Price \_\_\_\_\_

Date Sold \_\_\_\_\_ Price \_\_\_\_\_