



Office of the Commissioner of the Revenue

Income and Expense Survey

Loudoun County 2024 Assessment Valuation

Jan 1 2022-

Dec 31 2022

A



Owner Name:

PIN:

Management Company:

Phone Number:

Subject Address:

Email:

Contact Person:

Signature:

Date:

Print Name:

Has there been an appraisal performed on this property in the last three years?

Date:

Have there been any capital improvements during this reporting period?

Value:

Is the building 100% owner occupied?

Type:

Does a single tenant lease 75% or more?

Cost:

Type of Lease:

All information including the accompanying schedules and statements have been examined by me and to the best of my knowledge are true, correct, and complete.

PART I Income

Actual Income

- 1. Office Income
2. Retail Income
3. Warehouse Income
4. Parking Income
5. Retail Overage/Percentage Rent
6. Other

Revenue Expense Recoveries

- 7. Common Area Maintenance Recoveries
8. Real Estate Tax Recoveries
9. Insurance Recoveries
10. Operating Expense Recoveries
11. Other

Revenue Loss for Reporting Period

- 12. Income Loss from Vacancy
13. Bad Debts/Rent Loss
14. Rent Concessions
15. Other

EGI

PGI

PART II Expenses

Utility

- 1. Electricity
2. Water and Sewer
3. Gas/Oil
4. Telecommunications
5. Other

Janitorial

- 6. Janitorial

Operations and Maintenance

- 7. Maintenance Payroll
8. Maintenance Supplies
9. HVAC Repairs
10. Electric Repairs
11. Plumbing Repairs
12. Elevator Repairs/Maintenance
13. Common Area/Exterior Repairs
14. Decorating
15. Roof Repairs
16. Parking Lot/Garage Repairs
17. Other

Marketing

- 18. Salaries, Wages, and Benefits
19. Advertising
20. Other

Paid by Tenant

Service

- 21. Landscaping
22. Trash Removal
23. Security
24. Snow Removal
25. Other

Administrative and General

- 26. Payroll and Administration
27. Legal and Accounting
28. Payroll Taxes
29. Employee Benefits
30. Other

Management

- 31. Salaries, Wages, and Benefits
32. Leasing Commissions
33. Other

Miscellaneous

- 34. Miscellaneous

Taxes and Insurance

- 35. Business Personal Property Tax
36. Business License Tax
37. Building Insurance
38. Other

Real Estate Taxes and Reserves

- 39. Real Estate Taxes
40. Reserves for Replacement

Paid by Tenant

The Income and Expense information MUST be placed on this form. Please attach a detailed rent roll. Supplemental information such as a complete operating statement should be included. If you should have any questions or need assistance, please contact our office.



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PART III Property Characteristics

Type of Space	Total Building Square Footage	Leasable Square Footage	Square Footage Leased	Square Footage Vacant
Shell Space*:				
Retail:				
Warehouse/Warehouse				
Condo**:				
Finished Office:				
Finished Retail:				
Storage Mezzanine:				
Finished Mezzanine:				
Office/Office Condo:				
Other:				
Total:				

*The area that is not available for tenancy without significant capital improvements.
 **Identify showroom space with retail and/or office. Please use this section for flex space.

PART IV Ownership within the Project

Do any of the tenants own their own buildings? If yes, please list the tenants:

PART V Ground Leases within the Project

Do any of the tenants lease ground? If yes, please list the tenant names and parties to the Ground Lease:

PART J Notes

PART V Summary

Income

1. EGI.....	1.	
2. Revenue Loss.....	2.	
3. PGI.....	3.	
4. NOI.....	4.	

Expenses

1. Utility.....	1.	
2. Janitorial.....	2.	
3. Operations and Maintenance.....	3.	
4. Marketing.....	4.	
5. Service.....	5.	
6. Administrative and General.....	6.	
7. Management.....	7.	
8. Miscellaneous.....	8.	
9. Taxes and Insurance.....	9.	
10. Real Estate Taxes and Reserves.....	10.	

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OFFICIAL REQUEST: TITLE 58.1-3294 CODE OF VIRGINIA - Each statement shall be certified as to its accuracy by an owner of the real estate for which the statement is furnished, or a duly authorized agent thereof. Any statement required by this section shall be kept confidential in accordance with the provisions of § 58.1-3. The failure of the owner of income-producing property, except property producing income solely from the rental of no more than four dwelling units, and except property being used exclusively as an owner-occupied property, not as a hotel, motel, or office building over 12,000 square feet, and not engaged in a retail or wholesale business where merchandise for sale is displayed, to furnish a statement of income and expenses as required by this section shall bar such owner or his representative from introducing into evidence, or using in any other manner, any of the required but not furnished income and expense information in any judicial action brought under § 58.1-3984.