



Office of the Commissioner of the Revenue Apartment Income and Expense Survey

Jan 1 2023-
Dec 31 2023

C

Loudoun County 2025 Assessment Valuation



Owner Name: _____
 Management Company: _____
 Contact Person: _____
 Project Name: _____
 Subject Address: _____
 Date: _____
 Has there been an appraisal done on this property in the last three years? _____
 Have there been any capital improvements during this reporting period? _____
 Do you fund a reserve for future capital improvements? _____
 Is there retail or office space in the building? _____
 Onsite Amenities (Clubhouse, pool, tennis courts, etc) _____

PIN: _____
 Phone Number: _____
 Email: _____
 Signature: _____
 Date: _____
 Value: _____
 Type: _____
 Cost: _____
 Size: _____

PART I Income

Actual Income

1.	Apartment Income.....	1.	
2.	Commercial Income.....	2.	
3.	Laundry Income.....	3.	
4.	Interest Income.....	4.	
5.	Telecommunications Income.....	5.	
6.	Clubhouse Rental Income.....	6.	
7.	Concession/Vending Income.....	7.	
8.	Other.....	8.	

Revenue Expense Recoveries

9.	Common Area Maintenance Recoveries.....	9.	
10.	Real Estate Tax Recoveries.....	10.	
11.	Insurance Recoveries.....	11.	
12.	Utility Reimbursements.....	12.	
13.	HUD MI Subsidy Reimbursements.....	13.	
14.	Operating Expense Recoveries.....	14.	
15.	Other.....	15.	

EGI \$ 0

Revenue Loss for Reporting Period

16.	Income Loss from Vacancy.....	16.	
17.	Bad Debts/Rent Loss.....	17.	
18.	Rent Concessions.....	18.	
19.	Other.....	19.	

PGI \$ 0

PART II Expenses

Utility

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

Service

<input type="checkbox"/>	21. Landscaping.....	21.	
<input type="checkbox"/>	22. Trash Removal.....	22.	
<input type="checkbox"/>	23. Security.....	23.	
<input type="checkbox"/>	24. Snow Removal.....	24.	
<input type="checkbox"/>	25. Other.....	25.	

Janitorial

6.	Janitorial.....	6.	
----	-----------------	----	--

Administrative and General

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

Operations and Maintenance

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

Management

31.	Base Fee.....	31.	
32.	Incentive.....	32.	
33.	Leasing Commissions.....	33.	
34.	Other.....	34.	

Marketing

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

Miscellaneous

35.	Miscellaneous.....	35.	
-----	--------------------	-----	--

Taxes and Insurance

36.	Business Property Tax.....	36.	
37.	Business License Tax.....	37.	
38.	Building Insurance.....	38.	
39.	Other.....	39.	

Real Estate Taxes and Reserves

40.	Real Estate Taxes.....	40.	
41.	Reserves for Replacement.....	41.	

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

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.



Office of the Commissioner of the Revenue
Apartment Income and Expense Survey

Jan 1 2023 -
Dec 31 2023

C

Loudoun County 2025 Assessment Valuation

PART III Property Information

Vacancy

Table with 3 rows: 1. Project vacancy as of 1/1/2023, 2. Average vacancy over the past year, 3. Length of Initial Lease.

Rent Concessions

Table with 1 row: 1. Rent Concessions.

PART IV Apartment Profile

Unit Type:

Table with 6 rows: # of Units, Sq. Ft. Floor Area, # of Baths, Prior Market Rent/Month, Current Market Rent/Month, Effective Date.

Unit Type:

Table with 6 rows: # of Units, Sq. Ft. Floor Area, # of Baths, Prior Market Rent/Month, Current Market Rent/Month, Effective Date.

Unit Type:

Table with 6 rows: # of Units, Sq. Ft. Floor Area, # of Baths, Prior Market Rent/Month, Current Market Rent/Month, Effective Date.

Unit Type:

Table with 6 rows: # of Units, Sq. Ft. Floor Area, # of Baths, Prior Market Rent/Month, Current Market Rent/Month, Effective Date.

Unit Type:

Table with 6 rows: # of Units, Sq. Ft. Floor Area, # of Baths, Prior Market Rent/Month, Current Market Rent/Month, Effective Date.

Unit Type:

Table with 6 rows: # of Units, Sq. Ft. Floor Area, # of Baths, Prior Market Rent/Month, Current Market Rent/Month, Effective Date.

Unit Type:

Table with 6 rows: # of Units, Sq. Ft. Floor Area, # of Baths, Prior Market Rent/Month, Current Market Rent/Month, Effective Date.

Unit Type:

Table with 6 rows: # of Units, Sq. Ft. Floor Area, # of Baths, Prior Market Rent/Month, Current Market Rent/Month, Effective Date.

Unit Type:

Table with 6 rows: # of Units, Sq. Ft. Floor Area, # of Baths, Prior Market Rent/Month, Current Market Rent/Month, Effective Date.

Unit Type:

Table with 6 rows: # of Units, Sq. Ft. Floor Area, # of Baths, Prior Market Rent/Month, Current Market Rent/Month, Effective Date.

PART V Notes

Blank lines for notes.

PART VI Summary

Income

Table with 4 rows: 1. Revenue Losses, 2. EGI, 3. PGI, 4. NOI.

Expenses

Table with 13 rows: 4. Utility, 5. Janitorial, 6. Operations and Maintenance, 7. Marketing, 8. Service, 9. Administrative and General, 10. Management, 11. Miscellaneous, 12. Taxes and Insurance, 13. Real Estate Taxes and Reserves.

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

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.