



County of Fairfax, Department of Tax Administration

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Office/Retail/Other Income and Expense Survey - Real Estate Division

Calendar Year 2023

For Tax Year 2025

Instructions

Instructions are found as a supplemental document as noted above. Please read these instructions and confirm the statement below before completing your survey.

“I have read and understand the survey instructions.”

A. Property Identification

Property Name		Owner/Agent	No Longer Owns Property
Tax Map ID	Element No.	Property Type	

Please list all additional elements included in the income and expense data.

Property Location

Street #	Street Name	Direction	Suffix
City			Zip/Postal Code

Property Improvement Information

Owner Occupied Yes No		Owner Occupied SF			
Year Built	Year Addition	Total Building Area	Total Leasable Area	Total Basement Area	
Year Renovated		Finished Bsmt Area	Unfinished Bsmt Area	Bsmt Parking Area	
No. Stories	No. Elevators	No. Parking Spaces	No. Reserved/Rental Parking Spaces		

B. Debt Service Information (within the last 5 years)

	Loan Amount	Loan Date	Term	Interest Rate %	Payment (P & I)	Payment Frequency (Mo. or Year)
1						
2						

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Initial	Date	Entered into IAS	Added to IDOCS
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Property Name	Tax Map ID	Element No.	Property Type

C. New Construction, Capital Improvements/Renovations, Deferred Maintenance, Leasing Commissions, Tenant Improvements

<p>Have there been Capital Improvements or Capital Renovations to the property during this reporting period?</p> <p align="center">Yes No</p> <p>If yes, please provide total cost and attach a detailed list.</p>	
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<p>Does the property currently have any deferred maintenance?</p> <p align="center">Yes No</p> <p>If yes, please provide the total cost to cure and attach an itemized list of the individual items along with cost estimates.</p>	
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What were the total <u>Leasing Commissions</u> paid during this reporting period?	
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What were the total <u>Tenant Improvement Costs</u> paid during this reporting period?	
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New Construction: Attach most recent AIA documents G702 and G703 with all associated soft costs.

D. Market Rent, Vacancy and Tenant Improvement Allowance Information

Current market rent per sq. ft	
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Space vacant and available for lease, January 1 (current year)	
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Space vacant and available for lease January 1 (prior year)	
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Income loss from vacancy (reporting period)	
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Income loss from bad debts* (reporting period)	
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Please identify any bad debts that you expect to be repaid in 2023	
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Current tenant improvement allowance per sq. ft.	Relet	New Lease
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Identify tenant (s) leaving the property prior to their contracted lease expiration* (attach more if necessary):

Tenant Name	Reason for Leaving	Leased SF
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Contracted Lease Exp Date	Actual Date Vacated	Buyout Amount
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Is Tenant going to continue to pay the contracted rent?	Yes	No
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Tenant Name	Reason for Leaving	Leased SF
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Contracted Lease Exp Date	Actual Date Vacated	Buyout Amount
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Is Tenant going to continue to pay the contracted rent?	Yes	No
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Property Name	Tax Map ID	Element No.	Property Type

E. Annual Income (Indicate figure is Imputed by checking box in far-right column)

For Period	to	Amount	Value imputed?
Primary Rental Income			
Sales of Utilities			
Rent Overage/% Rent			
Common Area Maintenance Reimbursement			
Interest Income			
Insurance Reimbursement			
Operating Expense Reimbursement			
Real Estate Tax Reimbursement			
Parking Income			
Antenna/Telecommunications Income			
Other Rental Income (specify)			
Miscellaneous Income* (specify)			
*Include financial aid received from federal, state, local government loans and/or grants (specify)			
Total Annual Income			

F. Annual Operating Expenses

	Amount	Value imputed?
Water and Sewer		
Electricity		
Other Utilities (specify)		
Maintenance Payroll/Supplies		
HVAC Repairs		
Electric/Plumbing Repairs		
Elevator Repairs		
Roof Repairs		
Common Area/Exterior Repairs		
Decorating (carpet, paint, etc.)		
Other Repairs and Maintenance (specify)		
Management Fees (not including asset management fees, only property specific mgmt. fees)		
Other Administrative/Payroll (specify or attach detailed sheet)		
Janitorial/Cleaning		
Landscape (grounds maintenance)		
Trash		
Security		
Window Cleaning		
Snow Removal		
Other Services (specify)		
Insurance (One Year)		
Other Taxes, Fees, HOA (Do not include Real Estate Taxes)		
<i>Total Operating Expenses</i>		
G. Net Operating Income (Total Actual Income Less Total Expenses before Real Estate Taxes)		
H. Real Estate Taxes		

Property Name	Tax Map ID	Element No.	Property Type

I.TENANT INVENTORY

Please fill out the rent roll on the next page. If there are more tenants than lines available in the table, attach a rent roll that includes the following tenant information. (Annualize rents and expense reimbursements.)

1. Tenant Name/Unit Number
2. Amount of all floor space leased (*including vacant space*)
3. BOMA ("B") or GWCAR ("W")
4. Lease dates (Mo/Day/Year to Mo/Day/Year)
5. Original annual base rent amount
6. Current annual rent amount
7. Rent escalations % Fixed or CPI Factor
8. Overage or % Rent (if any)
9. Expense stop (in \$)
10. Amount paid in excess of expense stop
11. Common area maintenance
12. R.E. taxes (if separate)
13. Months free rent
14. Total leasing commission
15. Landlord paid build out costs

Separately list and identify any space used as data center space.

Submit lease abstracts for any new leases contracted during calendar year 2023.

Rent Roll:

Lease Abstracts (if applicable):

Property Name	Tax Map ID	Element No.	Property Type

1. Tenant Name/Unit # (If Lease Is Not Full Service Please Place Asterisk Adjacent To It)	2. Amount of Floor Space Leased	3. BOMA "B" or GWCAR "W"	4. Lease Dates Mo/Day/Yr to Mo/Day/Yr	RENT		7. Rent Escalations % Fixed or CPI Factor	8. Overlap or % Rent (If Any)	ANNUAL ADDITIONAL AMOUNTS			ADJUSTMENTS			
				5. Original Annual Base Rent Amount	6. Current Annual Rent Amount			EXPENSE REIMBURSEMENTS AND PASS THROUGHS			13. Mo. Free Rent	14. Total Leasing Commiss- \$1000.	15. Landlord Paid Build Out Costs	
								9. Expense Stop (\$)	10. Amount Paid In Excess of Expense Stop	11. Common Area Maintenance				12. R. E. Taxes (If Separate)

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Property Name	Tax Map ID	Element No.	Property Type

ADDITIONAL COMMENTS

Please include any details you feel are necessary for the valuation of this property:

ELECTRONIC SURVEYS

Please enter the preferred email for surveys to be sent to (if applicable):

J. CERTIFICATION

OFFICIAL REQUEST: TITLE 58.1-3294 CODE OF VIRGINIA
 State law requires certification by the owner or officially authorized representative

Name of Management Company	Contact Person
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Street#	Street Name/P.O. Box	Direction	Suffix
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2 nd Line of Address	
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Unit/Suite/Floor	City	State/Country	Zip/Postal Code
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Phone Number	Email Address
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All information including the accompanying schedules, statements, and attachments have been examined by me and to the best of my knowledge and belief are true, correct, and complete. I acknowledge that a DocuSign signature constitutes an official signature on behalf of the taxpayer or taxpaying entity.

Signature	Date
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Print Name	Title
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