



**FREDERICK COUNTY, VIRGINIA**  
 Ellen E. Murphy, Commissioner of the Revenue  
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[www.fcva.us/cor](http://www.fcva.us/cor) • [www.fcva.us/re](http://www.fcva.us/re)

<b>REPORTING PERIOD:</b> _____
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**INCOME AND EXPENSE SURVEY FOR ASSESSMENT VALUATION**

**GENERAL INFORMATION**

Owner Name:		Phone Number:	
Management Company:		Phone Number:	
Address:		Email:	
Contact Person:		Phone Number:	
Has there been an appraisal done on this property in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes--	Date:
Have there been capital improvements during this reporting period?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes--	Type:
Is the building 100% owner occupied?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes--	Type of Lease:
Does a single tenant lease 75% or more?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

PART I - INCOME				PART II - EXPENSES (CONTINUED)			
<b>*ACTUAL INCOME*</b>				<b>*OPERATIONS AND MAINTENANCE*</b>			<b>Paid by Tenant ✓</b>
1.	Office Income	1.		12.	Maintenance Payroll	12.	<input type="checkbox"/>
2.	Retail Income	2.		13.	Maintenance Supplies	13.	<input type="checkbox"/>
3.	Warehouse Income	3.		14.	HVAC Repairs	14.	<input type="checkbox"/>
4.	Parking Income	4.		15.	Electric Repairs	15.	<input type="checkbox"/>
5.	Retail Overage / Percentage Rent	5.		16.	Plumbing Repairs	16.	<input type="checkbox"/>
6.	Other	6.		17.	Elevator Repairs / Maintenance	17.	<input type="checkbox"/>
EGI				18.	Common Area / Exterior Repairs	18.	<input type="checkbox"/>
<b>*REVENUE EXPENSE RECOVERIES*</b>				19.	Decorating	19.	<input type="checkbox"/>
7.	Common Area Maintenance Recoveries	7.		20.	Roof Repairs	20.	<input type="checkbox"/>
8.	Real Estate Tax Recoveries	8.		21.	Parking Lot / Garage Repairs	21.	<input type="checkbox"/>
9.	Insurance Recoveries	9.		22.	Other	22.	<input type="checkbox"/>
10.	Operating Expense Recoveries	10.		<b>*MARKETING*</b>			
11.	Other	11.		23.	Salaries, Wages, and Benefits	23.	<input type="checkbox"/>
PGI				24.	Advertising	24.	<input type="checkbox"/>
<b>*REVENUE LOSS for REPORTING PERIOD*</b>				25.	Other	25.	<input type="checkbox"/>
12.	Income Loss from Vacancy	12.		<b>*ADMINISTRATIVE AND GENERAL*</b>			
13.	Bad Debts / Rent Loss	13.		26.	Payroll and Administration	26.	<input type="checkbox"/>
14.	Rent Concessions	14.		27.	Legal and Accounting	27.	<input type="checkbox"/>
15.	Other	15.		28.	Payroll Taxes	28.	<input type="checkbox"/>
<b>PART II - EXPENSES</b>				29.	Employee Benefits	29.	<input type="checkbox"/>
<b>*UTILITY*</b>				30.	Other	30.	<input type="checkbox"/>
1.	Electricity	1.	<input type="checkbox"/>	<b>*MANAGEMENT*</b>			
2.	Water and Sewer	2.	<input type="checkbox"/>	31.	Salaries, Wages, and Benefits	31.	<input type="checkbox"/>
3.	Gas / Oil	3.	<input type="checkbox"/>	32.	Leasing Commissions	32.	<input type="checkbox"/>
4.	Telecommunications	4.	<input type="checkbox"/>	33.	Other	33.	<input type="checkbox"/>
5.	Other	5.	<input type="checkbox"/>	<b>*TAXES AND INSURANCE*</b>			
<b>*JANITORIAL*</b>				34.	Business Personal Property Tax	34.	<input type="checkbox"/>
6.	Janitorial	6.	<input type="checkbox"/>	35.	Business License Tax	35.	<input type="checkbox"/>
<b>*SERVICE*</b>				36.	Building Insurance	36.	<input type="checkbox"/>
7.	Landscaping	7.	<input type="checkbox"/>	37.	Other	37.	<input type="checkbox"/>
8.	Trash Removal	8.	<input type="checkbox"/>	<b>*REAL ESTATE TAXES AND RESERVES*</b>			
9.	Security	9.	<input type="checkbox"/>	38.	Real Estate Taxes	38.	<input type="checkbox"/>
10.	Snow Removal	10.	<input type="checkbox"/>	39.	Reserves for Replacement	39.	<input type="checkbox"/>
11.	Other	11.	<input type="checkbox"/>	<b>*MISCELLANEOUS*</b>			
<b>PART III - SUMMARY</b>				40.	Miscellaneous	40.	<input type="checkbox"/>

*INCOME TOTALS*				*EXPENSES TOTALS*			
1.	REVENUE LOSSES	1.	\$	5.	Utility	5.	\$
2.	EGI	2.	\$	6.	Janitorial	6.	\$
3.	PGI	3.	\$	7.	Service	7.	\$
4.	NOI	4.	\$	8.	Operations & Maintenance	8.	\$
<b>TOTALS</b>				9.	Marketing	9.	\$
				10.	Administrative and General	10.	\$
				11.	Management	11.	\$
				12.	Taxes and Insurance	12.	\$
				13.	Real Estate Taxes and Reserves	13.	\$
				14.	Miscellaneous	14.	\$
						<b>TOTAL</b>	\$

