



CITY OF WAYNESBORO

City Assessor's Office

250 S. Wayne Ave., Suite 203

Waynesboro, VA 22980

(540) 942-6722

ANNUAL APARTMENT OPERATING DATA SURVEY

INFORMATION SUBMITTED ON THIS FORM WILL NOT BE DIVULGED TO ANY UNAUTHORIZED PERSON, UNDER PENALTY OF LAW, SECTION 58.1-3 CODE OF VIRGINIA

OWNER:

PARCEL NUMBER(S):

- Please note that we request either the attached form be completed or a computer generated income and expense statement may be provided from your own software.
- This form can be downloaded from the City of Waynesboro's web site at www.waynesboro.va.us. The City Assessor's link is listed in the Government section, under Departments.
- You can either mail or email the completed form to the City Assessor's Office. Both addresses are listed on the City Assessor's web page referenced above. This is a fillable PDF form so you may simply click on the form fields to complete the form electronically.

INCOME:

FISCAL YEAR		
Gross Potential Rent		
(# Units * Monthly Rent * 12)		
Late Fees	+	
Non-rental Income	+	
(Parking, Laundry, Internet)		
Other Income	+	
TOTAL PGI		
Rent Concessions		
Vacancy & Collection Loss	+	
Total Rental Loss		
EFFECTIVE GROSS INCOME		
(PGI - Rental Loss)		

EXPENSES:

If the expense items listed are applicable to the operation of the real property, please insert the appropriate amount of the expense. If an expense item is not listed, space is provided under miscellaneous expense items to insert the type of expense and the amount. The annual expense item must coincide with the same annual period specified for gross income. You may have to allocate certain expense items that are not incurred annually. For example, exterior painting may be needed every 7 years. Do not include the total expense for such items if the expense was incurred during this annual reporting period. If painting is done every 7 years and the cost is \$21,000, the amount to report would be \$3,000 (\$21,000 divided by 7 years). **Do not include depreciation, mortgage payments, or real estate taxes as expenses.**

EXPENSES		
Utilities:		
Electricity	+	
Gas	+	
Water	+	
Telephone/Internet	+	
Maintenance:		
Repairs	+	
Roof	+	
Common Area	+	
Interior	+	
Swimming Pool	+	
Painting Interior	+	
Painting Exterior	+	
Miscellaneous	+	
Grounds:		
Landscaping/Arboriculture	+	
Extermination	+	
Grass	+	
Snow & Trash Removal	+	
Security	+	
Housekeeping	+	
Other	+	
Total Operating Expenses		

