



CITY OF WAYNESBORO

City Assessor's Office

250 S. Wayne Ave., Suite 203

Waynesboro, VA 22980

(540) 942-6722

*******ANNUAL QHHHEG 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:

<u>FISCAL YEAR</u>		
Gross Building Area (SF)		
Net Rentable Area (SF)		
Potential Gross Rent		
(As 100% occupied)		
Actual Annual Income		
Guaranteed Min Rents		
Other Rental Income		
R.E. Tax Reimbursement		
Insurance Reimbursement	+	
Other		
TOTAL INCOME		

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.**

<u>EXPENSES</u>		
Utilities:		
Electricity	+	
Gas	+	
Water	+	
Telephone/Internet	+	
Maintenance:	+	
Repairs	+	
Roof	+	
Common Area	+	
Interior	+	
Cleaning Services	+	
Painting Interior	+	
Painting Exterior	+	
Miscellaneous	+	
Tenant Concessions:		
Cash Allowance	+	
Tenant Build-Out	+	
Other Concessions	+	

Landscaping:		
Grounds (planting, trimming, Arboriculture)	+	
Extermination	+	
Grass	+	
Snow & Trash Removal	+	
Security	+	
Housekeeping	+	
Other	+	
Total Operating Expenses		

<u>General and Administrative</u>		
Insurance:		
Property Insurance		
Liability Insurance	+	
Admin:		
Management	+	
Leasing	+	
Accounting and Legal	+	
Payroll	+	
Payroll Expense:		
Insurance	+	
Benefits	+	
Taxes	+	
Professional Services	+	
Bad Debt Allowance	+	
Advertising	+	
Misc. Expense	+	
Misc. Expense	+	
Replacement Reserves	+	
Total Admin Expenses		

Please include all of the area, such as units that are used as owner occupied office, model, and/or common area.

Tenant	Size (SF)	Annual Rent	Rent per SF	Lease Term	Notes
Bob's Bugles (example)	3,000	\$30,000	\$10	3 yr	2nd floor studio

Utilities Included (Please Check)

- Water/Sewer
- Gas
- Electricity
- Phone/Internet