

**INCOME & EXPENSE DATA WORKSHEET**  
**FOR THE 2017 NORTH SALEM PROPERTY REASSESSMENT PROJECT**

Annual Income and Expense Statement  
 for the year ending: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY USE (check all that apply):     Apartment     Office     Retail     Mixed Use     Shopping Center     Industrial     Other \_\_\_\_\_

CHECK HERE IF ANY PART OF THIS PROPERTY IS OWNER OCCUPIED:

- |  |         |                                      |
|--|---------|--------------------------------------|
| 1. Total gross building area<br>(Including owner-occupied space) _____ | Sq. Ft. | 5. Number of parking spaces _____    |
| 2. Owner-occupied area _____   | Sq. Ft. | 6. Actual Year Built, if known _____ |
| 3. Net Leasable area _____   | Sq. Ft. | 7. Year Remodeled _____              |
| 4. Number of rental units, including owner-occupied _____              |         |                                      |

ACTUAL GROSS INCOME *	LESS, ACTUAL EXPENSES
9. Apartment Rents (From Schedule A) _____	21. Heating fuel _____
10. Office Rents (From Schedule B) _____	22. Gas and electricity _____
11. Retail Rents (From Schedule B) _____	23. Water and sewer _____
12. Mixed Rents (From Schedule B) _____	24. Other utilities _____
13. Shopping Center Rents (From Schedule B) _____	25. Payroll (do not include management) _____
14. Industrial Rents (From Schedule B) _____	26. Supplies _____
15. Other Rents (From Schedule B) _____	27. Management _____
16. Parking Rents _____	28. Insurance _____
17. Other miscellaneous income _____	29. Common Area Maintenance _____
18. TOTAL ACTUAL GROSS INCOME = _____	30. Leasing Fees/Commissions/Advertising _____
19. Less, losses from vacancy and credit collection _____	31. Legal and Accounting _____
20. EFFECTIVE GROSS ANNUAL INCOME = _____	32. Elevator maintenance _____
	33. Tenant improvements _____
	34. General repairs _____
	35. Other (specify) _____
	36. Other (specify) _____
	37. Other (specify) _____
	38. Reserves _____
	39. Security _____
	40. TOTAL ACTUAL EXPENSES = _____
	41. NET OPERATING INCOME = _____

\* Do not include estimates for vacancies



COPY AND ATTACH IF ADDITIONAL PAGES ARE NEEDED

# PURCHASE PRICE VERIFICATION

~ Complete this section if the property was purchased within the last 10 years ~

~ ALL OWNERS MUST SIGN AND DATE THE ATTESTION BELOW ~

Purchase Price \$ \_\_\_\_\_ Down Payment: \$ \_\_\_\_\_ Purchase Date: \_\_\_\_\_

Selling Broker: \_\_\_\_\_ Broker Telephone#: \_\_\_\_\_

Date of Last Appraisal: \_\_\_\_\_ Appraisal Firm: \_\_\_\_\_ Appraised Value: \$ \_\_\_\_\_

First Mortgage: \$ \_\_\_\_\_ Interest Rate: \_\_\_\_\_% Payment Schedule Term: \_\_\_\_\_ Years  Fixed  Variable

Did the purchase price include monies allocated for: Furniture? \$ \_\_\_\_\_ Equipment? \$ \_\_\_\_\_ Other? \$ \_\_\_\_\_

PROPERTY CONDITION: \_\_\_\_\_ ESTIMATE OF REPAIRS NEEDED AT THE TIME OF SALE: \$ \_\_\_\_\_

Has the property been listed for sale since your purchase?  Yes  No

If yes, provide list price: \$ \_\_\_\_\_ Date listed: \_\_\_\_\_ Listing broker: \_\_\_\_\_ Broker's Telephone#: \_\_\_\_\_

**COMMENTS:** Please explain any special circumstances, or extraordinary factors that affected the purchase price, e.g., vacancy, seller motivation, conditions of sale, property condition, favorable seller financing, etc. Use this area for any other helpful information or comments.

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**ATTESTATION:**

I DO HEREBY DECLARE THAT THE FOREGOING INFORMATION, ACCORDING TO THE BEST OF MY KNOWLEDGE, MEMORY AND BELIEF, IS A COMPLETE AND TRUE STATEMENT OF ALL INCOME AND EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY.

Signature: \_\_\_\_\_ Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone #: \_\_\_\_\_