

Columbia County Assessor

CONFIDENTIAL QUESTIONNAIRE - Income and Expense Information

Account No:	Bldg Type:
Property Address:	
Please Print Below the Name and Title of Person Completing this Form.	
Name/Title:	Phone:
Is any portion of this property rented or leased?	
Yes	Please Complete Section A, B and C.
No	Please Complete Section A only.
*PLEASE NOTE: All information provided should be for the income and expenses related to the building only, not those of the businesses in the building.	

SECTION A:		EXPENSE INFORMATION				
		Paid By		Years		
		Owner	Tenant	2012	2013	2014
BUILDING MANAGEMENT						
	Management Fee			\$	\$	\$
	Telephone			\$	\$	\$
	Legal/Accounting Fees			\$	\$	\$
	Bldg. Advertising			\$	\$	\$
BUILDING MAINTENANCE						
	Interior Maintenance			\$	\$	\$
	Exterior Maintenance			\$	\$	\$
	Janitorial Services			\$	\$	\$
UTILITIES						
	Electricity			\$	\$	\$
	Gas/Heating Oil			\$	\$	\$
	Water & Sewer			\$	\$	\$
	Garbage			\$	\$	\$
BUILDING INSURANCE						
	Fire/Structural			\$	\$	\$
	Liability			\$	\$	\$

Account No: _____ Bldg Type: _____

SECTION A: EXPENSE INFORMATION (continued)

	Paid By		Years		
	Owner	Tenant	2012	2013	2014
RESERVES FOR REPLACEMENT					
Item:			\$	\$	\$
Item:			\$	\$	\$
Item:			\$	\$	\$
BUILDING REMODELING					
Item:			\$	\$	\$
Item:			\$	\$	\$
OTHER BLDG EXPENSES					
Item:			\$	\$	\$
Item:			\$	\$	\$
PROPERTY TAXES			\$	\$	\$

SECTION B: INCOME INFORMATION

Tenant/Business Name	Monthly Base Rent	Perc. Rent		Lease Term		Leased Area Sq. Ft.	Other Tenant Paid Charges Not in Base Rent
		%	\$	From	To		
	\$						
	\$						
	\$						
	\$						
	\$						
Miscellaneous Income (i.e. storage, parking rents, etc) - average per month:							\$

SECTION C: INCOME HISTORY

	2012	2013	2014
Total Income if 100% Occupied	\$	\$	\$
Actual Income Received	\$	\$	\$

Comments: