



STATE OF FLORIDA
LEE COUNTY PROPERTY APPRAISER
KENNETH M. WILKINSON, C.F.A.



Mailing Address:
P.O. Box 1546
Fort Myers, Florida 33902-1546
Telephone: (239) 533-6100
Outside 239 Area Code: 1-866-673-2868

Physical Address:
2480 Thompson Street
Fort Myers, Florida 33901-3074
Facsimile: (239) 533-6091
www.leepa.org

Office-Warehouse & Warehouse Facilities **Income & Expense Questionnaire**

Note: All information that you submit in response to this questionnaire will be held in strict confidence, as mandated by Florida Statute 195.027.

It is my responsibility as your Lee County Property Appraiser to annually determine the market value of all property in our county.

In order to achieve the greatest possible accuracy in the valuation of Office-Warehouse & Warehouse properties (an income-driven property) this office each year conducts an income and expense survey. This survey information will be analyzed for the identification of market conditions in year 2011, and most importantly your specific property conditions and financial operation.

All supported information generated by this survey will be used to develop typical appraisal parameters and valuation models for Office-Warehouse & Warehouse's in Lee County.

If you fail to respond to this survey, the Lee County Property Appraiser will be required to assess your property utilizing strictly market parameters, as we would not have your specific financials when preparing valuation models and finalizing the Tax Roll. **Failure to submit the requested income data by April 30th, 2012 will preclude the Lee County Property Appraiser from considering the income data for the current tax year.**

If you would like assistance in completing the *income questionnaire*, you may contact **MARC SASSO** at (239) 533-6204 or e-mail **Sassom@Leepa.org** of the Commercial Department.

Thank you in advance for your anticipated cooperation.

Respectfully requested,

A handwritten signature in cursive script that reads "K. M. Wilkinson".

Kenneth M. Wilkinson, C.F.A.
Lee County Property Appraiser

Office-Warehouse and Warehouse Facilities

INCOME & EXPENSE QUESTIONNAIRE
 FOR PERIOD BEGINNING 01/01/11 AND ENDING 12/31/11
 RESPONSE DEADLINE APRIL 30, 2012

STRAP: _____ OWNER NAME: _____

SITE ADDRESS: _____

Name of Office Building: _____

The property appraiser is requesting the following information:

1. Please Attach Profit & Loss Statement and Rent Roll for 2011
 - a. Total leasable area (INCLUDE ALL VACANT AREAS) _____ SF
 - b. Owner's occupied square footage _____ SF
 - c. Avg Base Rent per SF in 2011 _____ SF
 - d. Avg Annual CAM & other charges per SF _____

INCOME & EXPENSE DATA

2. PGI- POTENTIAL GROSS INCOME(ASSUME 100% OCCUPIED) =\$ _____
3. VACANCY/COLLECTIONS(CALCULATED FROM PGI) =\$ _____ OR _____ %
4. EGI- ACTUAL BASE RENT COLLECTED = \$ _____
 - a. EGI- ACTUAL CAM/OTHER RENTS COLLECTED = \$ _____
5. TOTAL EXPENSES (CALCULATED FROM BELOW) = \$ _____
6. NOI (TOTAL RENTS COLLECTED MINUS EXPENSES)= \$ _____
7. MISC INCOME (OPEN STORAGE, APT, ETC)= \$ _____

EXPENSES

UTILITIES	\$ _____
PROPERTY INSURANCE	\$ _____
MANAGEMENT FEES	\$ _____
MAINTENANCE & REPAIR	\$ _____
SALARIES	\$ _____
ADVERTISING / MARKETING	\$ _____
RESERVES FOR REPLACEMENT (SPECIFY)*	\$ _____
SUPPLIES	\$ _____
OTHER (SPECIFY)*	\$ _____
 TOTAL OPERATING EXPENSES	 \$ _____

* Failure to specify these items will exclude those expenses from being considered.

Please specify/detail the expenses below.

Completed by: _____ Date: ____/____/____ Phone: () _____