



STATE OF FLORIDA
LEE COUNTY PROPERTY APPRAISER
MATTHEW H. CALDWELL



Mailing Address:
P.O. Box 1546
Fort Myers, Florida 33902-1546
Telephone: (239) 533-6100

Physical Address:
2480 Thompson Street
Fort Myers, Florida 33901-3074
Website: www.leepa.org

Re: Income and Expense Questionnaire

Dear Property Owner/Manager:

Each year the Lee County Property Appraiser's office is required to determine the market value of all property in our county as of January 1. Due to recent hurricanes, your property and business may have been significantly impacted. If either storm impacted your business and its operations, please let us know so that we can reflect the status in our records. Additionally, each year, we ask commercial property owners to provide us with data relative to the operation of their business to assist us in our valuation process. Your information will be compared with all other similar properties and used to develop market rates for the entire class of properties. Participation by individual owners ensures that we accurately value all commercial properties in Lee County.

On the back of this letter is a form that details the type of information we are looking for in your type of business. In lieu of completing the form, you may use our online portal at **www.leepa.org** to report your hurricane damage and upload your income information. Simply enter your personalized code above on our home page, and we will walk you through the process. Feel free to upload a copy of your 2024 income and expense statement, rent roll, property brochure, or other applicable information prepared by your accountant or bookkeeper. Any income information you provide is confidential and will not be disclosed.

If you purchased or sold the property before December 31, feel free to enclose a copy of your closing statement that details the costs involved with the sale of the property and any allocations that were made for any tangible personal property (FF&E). This information helps in the verification of the sales transaction and ensures that we treat the sales transaction properly.

To ensure that we have adequate time to process and analyze the data, please submit your 2024 income and expense information as soon as you are able. Taxpayers generally submit their information to us when they have their taxes prepared, so we ask that you try to get it to us as soon as it's convenient.

If you do not use online reporting, kindly return the form and any other information using the postage-paid envelope provided, by e-mail attachment to commercial@leepa.org, or fax it to (239) 533-6091. Thank you in advance for your cooperation. If you have any questions or need additional information, please contact us at (239) 533-6100 and ask for the commercial department or send an email to commercial@leepa.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt Caldwell".

Matt Caldwell
Lee County Property Appraiser

Income and Expense Statement for Office Properties For the Year Ending December 31, 2024

DBA:

Type of Office (Please Specify Medical, Professional, etc.)	Type of Lease (Please Specify NNN, Modified, etc.)	Owned/ Leased (sq. ft.)	Vacant (sq. ft.)	Total (sq. ft.)	Annual Rent per Square Foot			
					Base	CAM	Gross	Modified Gross

Annual Income (In dollars)

1.) Total Base Rent Collected	
2.) Total CAM Rent Collected	
3.) Total Annual Gross Income	

Annual Expenses (In dollars)

4.) Management Fees	
5.) Administrative (including advertising, legal, accounting, etc.)	
6.) Commissions	
7.) Payroll	
8.) Utilities	
9.) Repairs	
10.) Grounds Maintenance (including trash, landscaping, parking lot, etc.)	
11.) Janitorial and Building Maintenance	
12.) Reserves for Replacements	
13.) Insurance Premiums	
14.) Real Estate Taxes	
15.) Other Taxes and Fees	
16.) Capital Expenses (please explain):	
17.) Other Expenses (please explain):	
18.) Total Annual Expenses	

Contact Information

Submitted by (please print):		Title:
Date:	Telephone:	Email:
Property Address:		