



CITY OF CHARLOTTESVILLE

City Assessor's Office

102 5th St. NE

Charlottesville, VA 22902

(434) 970-3136

ANNUAL APARTMENT 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.
- Please note this form can be downloaded from the City of Charlottesville's web site at www.charlottesville.org. The City Assessor's link is listed in the Departments and Services section.
- Please note that 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 an interactive PDF form so you may also simply click on the icon on the last page to submit the completed form electronically.

INCOME:

FISCAL YEAR		
Gross Potential Rent		
(# Units * Monthly Rent * 12)		
Late Fees	+	
Non-rental Income	+	
(Parking, Laundry, Internet)		
Other Income	+	
TOTAL PGI		
Rent Concessions		
Vacancy & Collection Loss	+	
Total Rental Loss		
EFFECTIVE GROSS INCOME		
(PGI - Rental Loss)		

EXPENSES:

If the expense items listed on the following page 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	+	
Swimming Pool	+	
Painting Interior	+	
Painting Exterior	+	
Miscellaneous	+	
Grounds:		
Landscaping/Arboriculture	+	
Extermination	+	
Grass	+	
Snow & Trash Removal	+	
Security	+	
Housekeeping	+	
Other	+	
Total Operating Expenses		

