



CITY OF CHARLOTTESVILLE

Office of Real Estate Assessment

P.O. Box 911, City Hall

Charlottesville, VA 22902

(434) 970-3136

ANNUAL SHOPPING CENTER/RETAIL 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 that you can mail in the completed form or submit it via email. Save the completed form and email it to miltonwd@charlottesville.gov.

Additional Income for 2020

Percentage Rent		
CAM Recovery		
Tenant Recovery		
Specialty Income		
Termination Fee Income		
Total Actual Income		

Annual Operating Expense

Utilities		
water/sewer		
Electricity		
Gas		
Internet		
Phone		
<u>Management and Administration</u>		
payroll		
payroll expenses		
Management Fees		
Franchise Fees		
Advertising		
<u>COVID Expenses</u>		
Rent Concessions		
Cleaning/Disinfecting		
Other		

<u>Maintenance and Repair</u>		
Supplies		
HVAC		
Electrical/Plumbing Repairs		
Elevator Repairs		
Roof Repairs		
pool/recreation		
Common Area		
Decorating		
Other		
<u>Services</u>		
Janitorial/Cleaning		
Landscaping		
Trash		
Security		
Snow Removal		
Other		
<u>Insurance</u>		
Fire Casualty (One Year)		
Other taxes Fees		
Personal Property Tax		
Business license		
Other (Specify)		
Total Operating Expense		
Reserves for Replacements		
Total Operating Expense and Reserves		