

Dear Property Owner:

In Lycoming County commercial and industrial properties are valued using standard appraisal techniques. One of these methods is the "Income Approach". In the income approach to value, estimates are made of the potential gross annual income that might be expected from rental of the real estate, and of rent losses and expenses that might be incurred by the owner. When actual rents and expenses can be obtained, values are more accurate and equitable.

As the owner, or manager, of this commercial property, you are aware of the economic and physical factors that affect the market value of this property. In order to determine the most fair and just assessment for your property, we are asking you to provide the income and expense information that pertains to your property.

Please be assured that any information you supply will be strictly confidential. It will not be a matter of public record.

## **INSTRUCTIONS:**

### **OWNER INFORMATION**

Please provide the parcel number, if known, the location of the property, the name of the business, and the name and daytime phone number of someone who can verify the information.

### **MARKET INFORMATION**

Please provide any sales or improvement information from the last 5 years.

### **APARTMENT INFORMATION**

Please provide the number of one, two, and three bedroom units on each floor with the average monthly rent for each unit. If there are no apartments, please indicate "N/A".

Please indicate who pays the utilities.

### **MOBILE HOME PARKS, CAMPGROUNDS & RIVERLOTS INFORMATION**

Please provide the number of spaces for single-wide mobile homes, double-wide mobile homes, pull-through spaces, pull-in spaces, or primitive spaces available. If there are no spaces, please indicate "N/A".

Please indicate the amenities that are available.

### **LEASE INFORMATION**

Please provide the lease information for all tenants that occupy the property. If you are not sure of the exact amount, please give an estimated amount and indicate with "est". If there is no leased space, please indicate "N/A".

Please indicate if the utilities / expenses are paid by the landlord or tenant.

### **LANDLORD / OWNER EXPENSE INFORMATION**

Please provide at least two years expenses, to include fixed and operating expenses. Please use the two most recent years.



# COMMERCIAL PROPERTY INFORMATION FORM

**PLEASE TYPE OR PRINT**

**OWNER INFORMATION:**

PARCEL NUMBER \_\_\_\_\_ MUNICIPALITY \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**MARKET INFORMATION:**

IF THE PROPERTY WAS PURCHASED IN THE LAST 5 YEARS, PLEASE INDICATE THE SALES PRICE

\_\_\_\_\_

PLEASE LIST ANY IMPROVEMENTS OR REMODELING DONE IN THE LAST 5 YEARS AND THE COST

\_\_\_\_\_  
\_\_\_\_\_

**APARTMENT INFORMATION**

Please list the number of each type of unit, by floor, and the monthly rent.

	<b>1 BED</b>	<b>RENT PER</b>	<b>2 BED</b>	<b>RENT PER</b>	<b>3 BED</b>	<b>RENT PER</b>
<b>FLOOR</b>	<b>UNITS</b>	<b>MONTH</b>	<b>UNITS</b>	<b>MONTH</b>	<b>UNITS</b>	<b>MONTH</b>
<i>EX. 1ST</i>	2	\$300	2	\$375		

Please indicate if the following utilities are paid by the (L)andlord or (T)enant:

\_\_\_\_ ELECTRIC    \_\_\_\_ HEAT    \_\_\_\_ WATER    \_\_\_\_ SEWER    \_\_\_\_ GARBAGE

**MOBILE HOME PARKS, CAMPGROUNDS & RIVERLOTS INFORMATION**

Please list the number of spaces available for each type. Check the utilities/amenities available.

<b>ACCOMODATIONS</b>	<b>SPACES</b>	<b>CABLE</b>	<b>SEWER</b>	<b>WATER</b>	<b>ELEC</b>	<b>PAVED</b>	<b>UNGRD UTIL</b>
SINGLE WIDE SPACES							
DOUBLE WIDE SPACES							
PULL-THROUGHS							
PULL-INS							
PRIMITIVE							

*LEASE INFORMATION*

Please provide information on current leases.

	<u>TENANT</u>	<u>FLOOR</u>	<u>SQUARE FEET</u>	<u>RENT PER MONTH</u>	<u>LENGTH OF LEASE</u>	<u>YEAR EXPIRES</u>	<u>RENEWAL OPTIONS</u>
Ex	Smith Jewelry	1 <sup>st</sup>	400	\$300	5 years	2004	3 5yr options
1							
2							
3							
4							
5							
6							
7							
8							

For the tenants listed above, please indicate if the following expenses are paid by (L)andlord or (T)enant:

	<u>TENANT</u>	<u>ELECTRIC</u>	<u>WATER</u>	<u>HEAT</u>	<u>GARBAGE</u>	<u>COMMON AREAS</u>	<u>MAINTENANCE</u>
Ex	Smith Jewelry	L	T	L	T	L	L
1							
2							
3							
4							
5							
6							
7							
8							

**LANDOWNER / OWNER EXPENSE INFORMATION**

Please provide *at least* 2 years of expenses.

OPERATING EXPENSES							
<u>YEAR</u>	<u>MGMT</u>	<u>LEGAL</u>	<u>ELEC</u>	<u>GAS</u>	<u>WATER</u>	<u>GARBAGE</u>	<u>PHONE</u>

FIXED EXPENSES			MAINTENANCE				
<u>YEAR</u>	<u>INSURANCE</u>	<u>TAXES</u>	<u>SECURITY</u>	<u>LAWN</u>	<u>SNOW</u>	<u>ROOF</u>	<u>ELEVATOR</u>