



COMMONWEALTH OF VIRGINIA  
City of Williamsburg  
Department of Finance  
REAL ESTATE ASSESSMENT DIVISION

401 Lafayette Street  
Williamsburg, VA 23185  
(757) 220-6185  
Fax (757) 220-6185

<Property Owner>  
<C/O>  
<Address>  
<City>, <State> <Zip>

December 31, 2022

Property Address: <Property Address>  
Vision PID(s): <Vision PID>  
Model: <Model>

Dear Property Owner:

This is an official request pursuant to Title 58.1-3294 of the Code of Virginia which requires you to furnish this office with income and expense data for specific income producing properties for calendar year 2022. Participation is voluntary for properties that are either (1) a residential building with less than four units, (2) an owner occupied structure, (3) an office building with over 12,000 square feet that is not engaged in a retail or wholesale business where merchandise is sold. Participation for these types of properties will ensure that the taxable value applied is not higher than it should be.

**[SURVERYS MUST BE COMPLETED AND RETURNED BY FEBRUARY 1, 2023](#)**

**[PLEASE USE ATTACHED CITY FORMS](#)**

This survey is part of an ongoing effort to obtain current information on the income and expense characteristics of income producing properties, and is necessary to complete our statutory duty of assessing all property at fair market value. Your assistance is necessary to help ensure that our assessments are fair and accurate. It is also your opportunity to tell us if there are any other conditions we should consider in assessing your property.

**Please be assured that this information will be kept strictly confidential, subject to criminal penalties, in accordance with Title 58.1-3 of the Code of Virginia.**

Your cooperation with this legal requirement is sincerely appreciated.

Respectfully yours,

Derek J. Green, AAS  
City of Williamsburg  
City Assessor

**City of Williamsburg**  
**Real Estate Assessment Department**  
**401 Lafayette Street**  
**Williamsburg, Virginia 23185**  
**(757) 220 - 6185**

## ANNUAL OFFICE 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

Business Name: <Business Name>  
 Vision PID: <Vision PID>  
 Property Address: <Address>

***PLEASE NOTE THAT WE REQUEST EITHER THE ATTACHED FORM BE COMPLETED OR A COMPUTER GENERATED INCOME AND EXPENSE STATEMENT AND RENT ROLL BE PROVIDED FROM YOUR OWN SOFTWARE. CITY FORM PREFERRED.***

**INCOME**

<u>CALENDAR YEAR</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
GROSS BUILDING AREA:	_____	_____	_____
GROSS LEASABLE AREA:	_____	_____	_____
GROSS LEASED AREA: (Number Square feet leased)	_____	_____	_____
POTENTIAL ANNUAL GROSS INCOME: (As If 100% Occupied)	_____	_____	_____
ACTUAL ANNUAL GROSS INCOME:			
Guaranteed Minimum Rents	_____	_____	_____
Percentage (Overage) Rents	_____	_____	_____
Other Rental Income	_____	_____	_____
Late Fee Income	_____	_____	_____
C. A. M. Reimbursement	_____	_____	_____
R.E. Tax Reimbursement	_____	_____	_____
Insurance Reimbursement	_____	_____	_____
Other _____	_____	_____	_____
_____	_____	_____	_____
TOTAL INCOME:	_____	_____	_____

**EXPENSES**

**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 allowance or mortgage payments as expenses.

**CALENDAR YEAR**

2022

2021

2020

**UTILITIES, MAINTENANCE AND HOUSEKEEPING**

Electricity	_____	_____	_____
Gas	_____	_____	_____
Water & Sewer	_____	_____	_____
Telephone	_____	_____	_____
Maintenance & Repairs	_____	_____	_____
Roof Repairs	_____	_____	_____
Other Common Area or Exterior	_____	_____	_____
Other Interior Decorating	_____	_____	_____
Miscellaneous Repairs	_____	_____	_____
Environmental (Amortized)	_____	_____	_____
Trash & Snow Removal	_____	_____	_____
Extermination	_____	_____	_____
Landscaping	_____	_____	_____
Security	_____	_____	_____
Other Services	_____	_____	_____

**TENANT CONCESSIONS**

Cash Allowances	_____	_____	_____
Tenant Buildout	_____	_____	_____
Other Tenant Concessions	_____	_____	_____

**ADVERTISING AND PROMOTION**

Advertising	_____	_____	_____
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<b>TAXES</b>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Real Property Taxes	_____	_____	_____
Other Taxes, Fees	_____	_____	_____
<b>INSURANCE</b>			
Property Insurance	_____	_____	_____
Liability Insurance	_____	_____	_____
<b>GENERAL AND ADMINISTRATIVE</b>			
Management	_____	_____	_____
Leasing	_____	_____	_____
Accounting and Legal	_____	_____	_____
Payroll	_____	_____	_____
Payroll Insurance, Benefits, and Taxes	_____	_____	_____
Professional Services	_____	_____	_____
Bad Debt Allowance	_____	_____	_____
Misc.Exp. _____	_____	_____	_____
Misc.Exp. _____	_____	_____	_____
Misc.Exp. _____	_____	_____	_____
<b>RESERVES</b>	_____	_____	_____
<b>TOTAL EXPENSES:</b>	_____	_____	_____

**Signature and Verification** (If 100% owner occupied, please circle this statement, sign, and return this page)

The undersigned declares under penalties provided by law, this return (including any accompanying schedules and statements) has been examined and is believed to be a true, correct and complete return. If the return is prepared by any person other than the owner, his/her declaration is based on all the information relating to the matters required to be reported in the return of which he/she has knowledge.

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(Date)                      (Signature of Owner or Agent)                      (Title)                      (Area Code) Tel #

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(Print Name of Owner or Agent)                      Email Address

