

Rutherford County Assessor of Property Commercial Property Income/Expense Questionnaire

Property Address: _____ Contact Number: _____

Building Name: _____ Name of Agent or Management Firm: _____

Parcel: _____ Account: _____ Tax Year: 2016



Please provide rental and expense data from the calendar year 2015.

Rental Data:

	Tenant	Unit #	Rent Rate Monthly	Expenses Passed Through	Unit Size Per Sq. Ft.	
1)	_____	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____	_____
6)	_____	_____	_____	_____	_____	_____
7)	_____	_____	_____	_____	_____	_____
8)	_____	_____	_____	_____	_____	_____
9)	_____	_____	_____	_____	_____	_____
10)	_____	_____	_____	_____	_____	_____

Gross Rents Possible \$ _____
Other Income \$ _____

Year End Vacancy _____ SqFt.

Who Pays Insurance? Owner _____ Tenant _____
Who Pays Taxes? Owner _____ Tenant _____
Who Pays Utilities? Owner _____ Tenant _____
Who Pays Common Area Maintenance? Owner _____ Tenant _____

Does the Agent/Management Firm have an ownership in the property? YES or NO
Are any operating expenses paid to persons with an ownership interest? YES or NO
Do any tenants have a percentage rent clause in their lease? YES or NO

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Operating Expenses:

1) Property Management Fee	\$ _____
2) Accounting & Legal Fees	\$ _____
3) Repairs and Maintenance	\$ _____
4) Garbage Removal	\$ _____
5) Pest Control	\$ _____
6) Utilities	\$ _____
7) Interior Painting	\$ _____
8) Miscellaneous Expenses	\$ _____
9) Real Estate Taxes	\$ _____
10) Insurance(Annual Premium / Buildings Only	\$ _____

Items to be Replaced:

	Cost New	Year Replaced
11) Roof Covering	\$ _____	_____
12) Appliances	\$ _____	_____
13) Heat & Cool Systems	\$ _____	_____
14) Floor Covering	\$ _____	_____
15) Exterior Painting	\$ _____	_____

Please Indicate: Year Purchased: _____ Purchase Price: _____
 Year Built: _____ Construction Cost: _____

Date: _____ **Signed:** _____ **Phone:** _____

Name: _____ **Company:** _____

Please return the completed form to:
Rutherford County Property Assessor Office
Attn: Russell Key
319 North Maple Street Suite 200
Murfreesboro, TN 37130
or via email at the following: rkey@rutherfordcountyttn.gov

Comments
