



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Dear Property Owner:

The Fairfax County Department of Tax Administration (DTA) analyzes data throughout the year in preparation for the January 1, 2011 Real Estate Assessment. We are requesting this information under §58.1-3294 of the Code of Virginia, as a supplement to our request earlier this year. Our department is particularly interested in recent lease signings with attention to the new rental rates and tenant concessions such as free rent, tenant improvement allowances and leasing commissions. This official request is an effort to help us make an accurate 2011 assessment on income producing properties using the most recent data available. It is also your opportunity to tell us if there are any other conditions we should consider in assessing your property.

- **Please Use The Attached County Form**
- **Tenant Inventory Survey Must Be Completed and Returned to the Department of Tax Administration No Later Than November 19, 2010.**

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 the request is sincerely appreciated.

Janet E. Coldsmith, Director
Real Estate Division, DTA

cc: Kevin C. Greenlief, Director, Department of Tax Administration
David P. Bobzien, County Attorney

**DEPARTMENT OF TAX ADMINISTRATION (DTA)
REAL ESTATE DIVISION**
12000 Government Center Parkway, Suite 357
Fairfax, VA 22035
Phone: 703-222-8234
Fax: 703-324-4935, TTY 703-222-7594
www.fairfaxcounty.gov/dta/re

APARTMENT INCOME AND EXPENSE SURVEY ADDENDUM

County of Fairfax

IF NO LABEL PROVIDE:

Property Tax Map ID
 Property Name
 Property Address
 Owner
 Apt Type (garden, high rise, age/income restricted,
 rental townhomes)

**Return to: Department of Tax Administration
 Real Estate Division, Suite 357
 12000 Government Center Parkway
 Fairfax, Virginia 22035-0028**

Voice: (703) 324-4806 Fax: (703) 324-4935
 Email Address: <http://icare.fairfaxcounty.gov/ContactUs>.
 On the internet: www.fairfaxcounty.gov/dta

The Income and Expense information must be placed on this form. No alternative forms may be used. A detailed set of instructions is part of this survey. These instructions are provided to assist you in completing the form. If you should have any questions or need assistance, please contact our office.

	Certification OFFICIAL REQUEST: TITLE 58.1-3294 CODE OF VIRGINIA State Law requires certification by the owner or officially authorized representative.
	<i>Please print or type all information except signature.</i>
	1. Name of management company _____ 2. Address _____ 3. Contact Person _____ Phone _____ 4. E-Mail address _____
A	All information including the accompanying schedules and statements have been examined by me and to the best of my knowledge and belief are true, correct, and complete.
	5. Signature (required) _____ Date _____ 6. Print name _____ 7. Title _____ 8. Does the management company have an ownership interest in the property? If yes, please explain. 9. Are any operating expenses paid to any person(s) with an ownership interest? If yes, please explain.

	Affordable Housing Official Request Title 58.1-3295 Code of Virginia
	Is this project in an affordable housing program ___ Yes ___ No? By checking yes you are making application to DTA to consider the project as affordable housing. DTA will consider the rent restrictions, operating expenses and restrictions on the transfer of title in determining the 2011 real estate assessment. Please specify type below:
B	[] (i) 26 U.S.C. § 42 [] 26 U.S.C. § 142 (d) [] 24 CFR § 983 [] 24 CFR § 236 [] 24 CFR § 241 (f) [] 24 CFR § 221 (d) (3) [] Other Virginia Code Provision or Other Fairfax County Ordinance
	How many units are in the project in one of the above programs? _____

For Office Use Only - - Do Not Write Below this Line

	Survey Entered	Survey Verified	Survey Stabilized	Rents Entered	NBHD #	Received Date Entered	Owner Occupied
DATE						<input type="checkbox"/>	<input type="checkbox"/>
INITIAL						✓ above if yes	✓ above if yes

CONFIDENTIAL

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APARTMENT RENT MIX INFORMATION

1. Unit Type (Efficiency, 1BR, 1 BR Den, etc)*	2. Number of Units of this Type	3. Rentable Area Per Unit (sq. feet)	4. Number of Baths		5. January Fair Market Rent (per Month)	6. Current Fair Market Rent (per Month)	7. Items Included in Rent (Check all that apply)							8. Type of Heat		9. Metered Utilities	
			Full	Half			Heat	Elec	Dish Washer	Washer / Dryer	Parking Gar/Surf	Pool	Clubhse /Fitness Ctr	Gas /Oil	Elec	Gas	Elec

* Note: If including a rental range (i.e., \$1,000 - \$1,200/month), explain what the range considers (i.e., level, carpet, etc.)

ADDITIONAL RENTS/SERVICES

Carports: # ___ @ \$ ___ Reserved Parking: # ___ @ \$ ___ Garages: # ___ @ \$ ___ Fireplaces: # ___ @ \$ ___ Trash: ___ Water: ___
 Storage Units: # ___ @ \$ ___ Cathedral Ceiling: # ___ @ \$ ___ View: # ___ @ \$ ___ Pet Deposit: # ___ @ \$ ___ Sewer: ___
 Other (Specify: _____) # ___ @ \$ ___

10. Affordable Unit Type (Efficiency, 1BR, 1 BR Den, etc)*	11. Number of Units of this Type	12. Rentable Area Per Unit (sq. feet)	13. Number of Baths		14. January Basic Fair Market Rent (per Month)	15. Current Fair Market Rent (per Month)	16. Items Included in Rent (Check all that apply)							17. Type of Heat		18. Metered Utilities	
			Full	Half			Heat	Elec	Dish washer	Washer/ Dryer	Parking Gar/Surf	Pool	Clubhse /Fitness Ctr	Gas/ Oil	Elec	Gas	Elec

* For subsidized apartments, please include basic and fair market rents. For all others show new tenant rents.

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COMMERCIAL TENANT INVENTORY

1. Tenant Name or Unit Number	2. Amount of Floor Space Leased	3. Lease Dates (Mo/Da/Yr-Mo/Da/Yr)	RENT		6. Rent Escalations Fixed or CPI	ADDITIONAL AMOUNTS (ANNUALIZED)					ADJUSTMENTS		
			4. Original Annual Base Rent Amount	5. Current Annual Rent Amount		7. Overage or % Rent (if any)	EXPENSE REIMBURSEMENTS AND PASS THROUGHES				12. Mo. Free Rent	13. Total Leasing Commission	14. Landlord Paid Buildout Costs
							8. Expense Stop	9. Amount Paid in Excess of Expense Stop	10. Common Area Maintenance	11. R.E. Taxes (if separate)			