



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

INDUSTRIAL/FLEX INCOME AND EXPENSE SURVEY

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.

Debt Service Information (within last 5 years)						
	Loan Amount	Loan Date	Term	Interest Rate %	Payment (P & I)	Payment Frequency (Mo. or Yr.)
A	1.					
	2.					
Has there been a professional appraisal on this real property in the last five years? [] Yes [] No						

	Certification	OFFICIAL REQUEST: TITLE 58.1-3294 CODE OF VIRGINIA State law requires certification by the owner or officially authorized representative.
B	<i>Please print or type all information except signature</i>	
	1. Name of management company _____	
	2. Address _____	
	3. Contact Person _____ Phone _____	
	4. Email Address _____	
	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 _____	

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							
INITIAL						Check above box if yes	Check above box if yes

