



CITY OF CHARLOTTESVILLE
Office of Real Estate Assessment
PO Box 911, City Hall
Charlottesville, VA 22902
(434) 970-3136

ANNUAL SHOPPING CENTER/RETAIL 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

OWNER:

PARCEL NUMBER(S):

- Please note that we request either the attached form be completed or a computer generated income and expense statement may be provided from your own software.
- Please note this form can be downloaded at <https://www.charlottesville.gov/1410/Income-Expense-Forms>
- Please note that you can mail in the completed form or email it to: miltonwd@charlottesville.gov.

<u>Additional Income for 2024</u>		
Percentage Rent		
CAM Recovery		
Tenant Recovery		
Specialty Income		
Termination Fee Income		
Total Actual Income		

<u>Annual Operating Expense</u>		
Utilities		
Water/Sewer		
Electricity		
Gas		
Internet		
Phone		
<u>Management and Administration</u>		
Payroll		
Payroll Expenses		
Management Fees		
Franchise Fees		
Advertising		
<u>COVID Expenses</u>		
Rent Concessions		
Cleaning/Disinfecting		
Other (Specify)		

<u>Maintenance and Repair</u>		
Supplies		
HVAC		
Electrical/Plumbing Repairs		
Elevator Repairs		
Roof Repairs		
Pool/Recreation		
Common Area		
Decorating		
Other (Specify)		
<u>Services</u>		
Janitorial/Cleaning		
Landscaping		
Trash		
Security		
Snow Removal		
Other (Specify)		
<u>Insurance</u>		
Fire Casualty (One Year)		
Other Taxes/Fees		
Personal Property Tax		
Business License		
Other (Specify)		
Total Operating Expense		
Reserves for Replacements		
Total Operating Expense and Reserves		