

Instructions:

In addition to completing the First-Level Review Request form, income-producing properties must also submit income and expense forms. Please note, an **Apartment Income & Expense Form** (next tab) must be completed and printed for **2023 AND 2024**.

The field highlighted in yellow is where you can indicate which year the form is for; replace the 'xx' with '23' (for 2023) or '24' (for 2024).



CITY OF PHILADELPHIA
Office of Property Assessment
Apartment Update Form
January-December 20xx

Office of Property Assessment
 601 Walnut Street, Suite 300W
 Philadelphia, Pa. 19106

OPA

Account Number: 88-1 **Date:** / /

Address:

Owner Name:

Property Name:

Locale: This is for internal use only

Agent Information* * If no agent, use Office property mailing address

Agent Name:

Agent Address:

Agent Phone: ()

PAYMENT OF UTILITIES

(check boxes below)

	Heat	Electric	Cooking Gas	Hot Water	Water/ Sewer	Other	Description of other Utility
Tenant							
Owner							

UNIT MIX

RESIDENTIAL

COMMERCIAL

	No.of Units	Rents	Approx. Sq. Ft.		No.of Unit	Rents	Sq. Ft.
Small Eff.		\$		Stores		\$	
Large Eff.		\$		Offices		\$	
Studio		\$		Laundry		\$	
1BR		\$		Parking		\$	
1BR+Den		\$		Other		\$	
2BR		\$		Totals		\$	
2BR+Den		\$		CURRENT VACANCY RESIDENTIAL			
3BR		\$		CURRENT VACANCY COMMERCIAL			
Deluxe		\$		RECENT RENOVATIONS			
Manager		\$		Type of Work: _____			
Other		\$		_____			
Other		\$		Cost:\$ _____ Year _____			
Totals		\$		_____			

Comments that may affect value: (examples: repairs, flood damage, etc.)

I acknowledge that the information is true and correct to the best of my knowledge

Name Title Signature Date

All information submitted will be properly secured and treated as confidential to the fullest extent permitted by law.