

COMMERCIAL APARTMENT/MIXED USE RENT ROLL AND CERTIFICATION

Account #

Date

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

1 PROPERTY INFORMATION

Property Address

Property / Business Name

Contact Name

Contact Email

2 CONTACT INFORMATION

Phone

Contact Email Address

PREFERRED METHOD OF CONTACT

- ☐ Email
☐ Phone
☐ Mail

3 PROPERTY CHARACTERISTICS

Property Type: ☐ Apartment building

☐ Student housing

☐ Rooming house

Other (Specify):

How would you describe the overall condition of the property?

- ☐ New (built within 10 years)
☐ Rehab (rehabbed within 10 years)
☐ Above Average
☐ Average
☐ Below Average
☐ Poor
☐ Shell

Billboard Present on Property?

☐ Yes ☐ No

If Present, Annual Lease Amount

Cell Site/Tower Present on Property?

☐ Yes ☐ No

If Present, Annual Lease Amount

Total Room/Units

Parking Spaces

Indoor/Covered

Outdoor

Property Occupancy:

☐ Occupied ☐ 100% Vacant

If Occupied, Percentage Occupied

%

4 RESIDENTIAL UNIT MIX *include all residential units in the property*

UNIT TYPE	NUMBER OF UNITS	AVERAGE MONTHLY CONTRACT RENT (Per Unit)	AVERAGE MONTHLY EFFECTIVE RENT (Per Unit)	VACANCY (NUMBER OF UNITS)
Beds				
Studio				
1BR				
1BR+Den				
2BR				
2BR+Den				
3BR				
4BR				
4BR+				
Penthouse/Luxury				
Other (Specify)				

5 COMMERCIAL/MIXED USE COMPONENTS *include all non-residential components*

COMPONENT TYPE	# OF UNITS	TOTAL SQUARE FEET	CURRENT MONTHLY GROSS RENT	VACANT SQUARE FEET	VACANT UNITS
Retail					
Offices					
Parking					
Other (Specify)					

6 ADDITIONAL INFORMATION *(Optional)*

Provide any additional information that may be relevant to the income/rental characteristics of the property.

7 RECENT RENOVATION TO PROPERTY?

Has the property undergone any significant renovations or capital improvements within the last three (3) years?

☐ Yes ☐ No

If Yes, please complete the following:

Renovation Type

Renovation Cost

Renovation Year

8 CERTIFICATION

I acknowledge that the information provided is true and correct to the best of my knowledge and supporting documentation, including but not limited to leases, operating statements, listing agreements, rent rolls, income and expense statements, or other records, may be requested by the Office of Property Assessment to verify the information submitted.

Name (Please Print)

Title

Signature

Date