

Evaluator Services and Technology, Inc.

Indiana County Reassessment Office

9 N 7th St, Suite 200

Indiana, PA 15701

Dear Property Owner,

Indiana County is in the process of conducting a countywide reassessment. Property visitation and valuation is underway. Reassessment notices of change in assessment will be mailed to each property owner on or before July 1, 2015. The new assessments will take effect for 2016 tax bills.

To assist us in completing a “fair and equitable” valuation of your commercial or industrial property, we ask that you complete and return the enclosed statement.

Our responsibility, as appraisers, is to estimate the “Fair Market Value” of each property in the county. Your provision of sales, cost, and rental/expense information will assist us in completing a fair and objective appraisal of your property.

We realize that the information requested is considered confidential by you; therefore, we assure you that the information will be kept confidential.

IMPORTANT NOTES:

- We are not requesting income information on retail sales or gross business sales. We are requesting RENTAL INCOME information for each type of real estate rented such as apartments, office, retail, storage, etc.
- Likewise, we need information on operating expenses you incur for each property you lease. In other words, if you lease an apartment and you provide the water, sewage, and garbage, these are expenses you pay. If the tenant pays any (or all) operating expenses, note this accordingly on the statement.
- If you occupy the building, or a portion thereof, indicate this on the statement and complete the operating expenses as they apply to the space you occupy.
- If you have questions about the completion of the statement, please call toll free 855.998.3600. Leave a message or ask for the commercial/industrial appraiser. Our key commercial/industrial appraisal staff has over 85 years of combined experience in assisting property owners and establishing fair and equitable values for tax purposes.

NOTE: Any additional comments or information can be noted in the proper area on the statement.

PLEASE RETURN COMPLETED FORMS TO THE ABOVE ADDRESS WITHIN 30 DAYS.

SECTION FIVE – Rental/Other Income and Operating Expenses					
RENTAL/OTHER INCOME	LAST YEAR	CURRENT YEAR	CURRENT YEAR		
1 Potential Gross Rental Income @ 100% Occupancy	\$	\$	\$	If the property was purchased within the last five years, please respond to the following questions. <i>Note:</i> If additional space is needed, please go to <i>SECTION EIGHT</i> or attach needed documents.	
2 Other Income	\$	\$	\$		
3 Potential Gross Income @ 100% Occupancy (1 + 2)	\$	\$	\$		
4 Less Vacancy and Collection Loss	\$	\$	\$		
5 EFFECTIVE GROSS INCOME (3 minus 4)	\$	\$	\$		
OPERATING EXPENSES					
Insurance	\$	\$	\$	<p>1. Describe any favorable or adverse elements that would affect the potential market value.</p> <p>2. Please indicate the amount, if any, of the purchase price paid for consideration other than real estate (e.g., machinery, equipment, furniture, personal property, etc.).</p> <p>3. Has the property been appraised within the last three years (circle one)? Yes No</p> <p>If the property was appraised within the last three years, please attach a copy of that appraisal to this statement.</p>	
Administrative and Office Management	\$	\$	\$		
Legal and Accounting	\$	\$	\$		
Marketing/Advertising	\$	\$	\$		
Payroll/Benefits	\$	\$	\$		
Electricity	\$	\$	\$		
Other Utilities	\$	\$	\$		
Repair and Maintenance	\$	\$	\$		
Trash and Pest Control	\$	\$	\$		
Supplies	\$	\$	\$		
Miscellaneous	\$	\$	\$		
Replacement Reserve Allowance	\$	\$	\$		
TOTAL OPERATING EXPENSES	\$	\$	\$		
SECTION SEVEN – Reply					
<p>Make additional copies of this statement if more space is needed. Instructions are on the reverse of the <i>Commercial and Industrial Building Use and Heat Codes</i> page. <i>Please return completed form to:</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%; text-align: center;"> <p>Evaluator Services and Technology, Inc. Indiana County Reassessment Office 9 N 7th St, Suite 200 Indiana, PA 15701</p> </div>					
SECTION EIGHT - Additional Information or Comments					
SECTION NINE - Signature					
I certify that this statement, including any attachments, has been examined by me, and to the best of my knowledge is correct.				Date	
Signature			Printed Name		

INSTRUCTIONS

COMMERCIAL AND INDUSTRIAL CONFIDENTIAL INCOME AND EXPENSE STATEMENT

SECTION ONE - Contact Information: Please print the location's contact name, telephone, and facsimile information on the appropriate lines.

SECTION TWO - Purchase information:

1. **Year Purchased.** Please print the year the property was purchased.
2. **Purchase Price.** Please print the purchase price of the property described.
3. **Owner Occupied?** Please circle Yes or No.

SECTION THREE - Building and Building Area Characteristics:

1. **Building Number - Area Number.** Please assign each physically-separated building (detached) a unique building number. Also record a unique area number whenever the Use Code, Floor Level, or any other pertinent information changes.

Following is an example of a property with two buildings: one four-story building with a store on the first and second floors, an office on the third floor, and an apartment on the fourth floor and one two-story building with a department store on the first floor and an apartment on the second floor.

Building No. Area No.	Use Code (see list)	Number of Units	Floor Level
1-1	8 - Retail Store		1, 2
1-2	6 - Office		3
1-3	1D - Apartment	1	4
2-1	18 - Department Store		1
2-2	1D - Apartment	1	2

2. **Building Use Code.** Please select the appropriate Use Code from the "Commercial and Industrial Building Use Codes" sheet (see the reverse side).
3. **Number of Units.** List the number of units for each apartment, campground, hotel, mobile home park, or motel use. If features such as the rate differ between the same use, please use a separate line to show the difference.
4. **Floor - Level.** Record the Floor - Level for each building and building area (examples: 1st, 1st and 2nd, 2nd through 5th).
5. **Floor - Height.** Record each floor's interior wall height (floor to ceiling), in feet, for each building area.
6. **Square Footage.** Record the total square footage for each line/use (including all floors, if applicable).
7. **Year Built.** Record the year of construction (use four digits - example: 1990).
8. **Last Year Renovated.** Record the most recent year renovated if the structure has been extensively remodeled since its construction.
9. **Vacant (Y/N)?** If a building or building area is vacant, print "Y" (yes); print "N" (no) if it is not vacant.
10. **Percent Occupancy.** If the use is a campground, hotel, mobile home park, or hotel, list the yearly occupancy percentage (current year).

11. **Air Conditioning (Y/N)?** Print "Y" (yes) or "N" (no) to indicate whether or not the building or building area is air conditioned.
12. **Heat Source.** Please refer to the Commercial and Industrial Heat Source Codes on the bottom of the Commercial and Industrial Building Use Codes sheet and list the primary heat source code for the building or building area.
13. **Sprinkler?** Print "Y" (yes) or "N" (no) to indicate whether or not the building or building area has a sprinkler system.
14. **Elevator?** Print "Y" (yes) or "N" (no) to indicate whether or not the building or building area has an elevator.
15. **Construction Cost.** If the property was built within the last seven (7) years, please print the cost of construction. All costs should include labor, materials, and mechanical features such as electric, plumbing, air conditioning, sprinklers, elevators, overhead doors, loading docks, site improvements, etc. If the cost of construction is unknown, please enter the amount of fire insurance allocated to the applicable area.
16. **Rent or Rate per Year or per Month.** If this is a rental use, record the total rent or rate amount received per year or per month for each use. Circle "Y" (yearly) if the amount is an annual figure; circle "M" (monthly) if the amount is a monthly figure.

SECTION FOUR (Column 1; Columns 17 through 30):

For each line of information, the Building No. - Area from SECTION THREE should match the Building No. - Area for SECTION FOUR. Place an "I" in Columns 17 through 29 for any utilities and items furnished by the landlord (heat, electric, water, sewer, garbage, taxes, insurance, interior repair, exterior repair, air conditioning, cable, appliances, furniture). In Column 30 - Other, please describe any other landlord-provided utility or item.

SECTION FIVE - Rental/Other Income and Operating Expenses:

1. **Rental/Other Income.** For the prior and current year, (1) indicate the annual Potential Gross Rental Income (as if the property was at 100% occupancy) and (2) Other Income (example: laundromat, vending machine, etc.). Add Lines 1 and 2 together and print this number on Line 3 - Potential Gross Income @ 100% Occupancy. On Line 4, print the Vacancy and Collection Loss amount. Subtract Line 4 from Line 3 and print this number on Line 5 - EFFECTIVE GROSS INCOME.
2. **Operating Expenses.** For the prior and current year, print the annual expense for all applicable categories.

SECTION SIX - Sales Information: If the property was purchased within the last five years, please answer the questions in this section.

SECTION SEVEN - Reply: Make additional copies of the Commercial and Industrial Confidential Income and Expense Statement if more space is needed. Please return the completed form and any applicable attachments to: **Evaluator Services and Technology, Inc., Indiana County Reassessment Office, 9 N 7th St, Suite 200, Indiana, PA 15701.** If you have questions about the completion of this statement, please call toll free 855.998.3600 and ask for the commercial/industrial appraiser.

SECTION EIGHT - Additional Information or Comments: Please provide any additional explanatory information or comments that may assist the appraiser.

SECTION NINE - Signature: The decedent owner or official officer must sign the Commercial and Industrial Confidential Income and Expense Statement, certifying the accuracy of the data provided.

Commercial and Industrial Building Use Codes

(for each building, section of a building, and floor)

Actual Use	Code	Actual Use	Code	Actual Use	Code
Appendages (porch, slab, dock, etc.)	51	Dwelling Conversion – Office	17	Nursing Home/Retirement Housing	32
Apartment – Efficiency	1A	Dwelling Conversion – Sales	16	Office	6
Apartment – 1-Bedroom	1B	Emergency Service (firehouse, police station, etc.)	47	Office-Flex (undivided)	69
Apartment – 2-Bedroom	1C	Exterior Support Area (fenced)	44	Other (describe)	99
Apartment – 3-Bedroom	1D	Fast Food Franchise	49	Parking Garage	46
Apartment – Other (describe)	1E	Funeral Home	36	Produce Stand	57
Apartment – Townhouse Style	67	Garage	12	Religious Institution - Church	39
Auditorium/Theater	37	Greenhouse – Commercial	55	Repair/Service Garage	21
Auto Parts/Service Dealership	27	Hangar (aircraft)	25	Restaurant	7
Auto Showroom/Office	26	Horse Arena	50	Restroom/Locker Room Facility	45
Bank/Savings and Loan	2	Hospital	34	Retail Store	8
Bar/Tavern/Lounge	20	Hotel – General Area	13A	School/Classroom	33
Barber Shop/Salon	52	Hotel – Single Bed	13B	Senior Retirement Housing	65
Bed and Breakfast	14	Hotel – Double Bed	13C	Senior-Assisted Living	64
Bowling Alley	54	Hotel – Suite	13D	Service (general)	56
Cafeteria	22	Hotel – Other (describe)	13E	Service/Gas Station	9
Campground	99A	Laundromat/Dry Cleaner	59	Shop	63
Canopy	3	Library	35	Sign (stand-alone structure)	66
Car Wash (automatic)	42	Manufacturing	4	Skating Rink (ice or roller)	30
Car Wash (manual)	41	Medical Center	31	Social/Fraternal Hall/Clubhouse	40
Cinema	38	Mini Warehouse	24	Sports Complex	29
Convenience Store (gas)	23	Mobile Home Park	99B	Surfaced Area - Paving	10
Covered Mall Concourse	48	Motel – General Area	5A	Tennis Club	28
Daycare Center	58	Motel – Single Bed	5B	Veterinary Hospital	53
Department Store	18	Motel – Double Bed	5C	Warehouse	11
Discount Store/Market	19	Motel – Suite	5D	Wind Energy Facility	68
Distribution Center/Truck Terminal	60	Motel – Other (describe)	5E	Wireless Service Facility: Co-Location	62
Dormitory/Fraternity	15	Multi-Use Storage/Shed	43	Wireless Service Facility: Tower	61

Commercial and Industrial Heat Source Codes

Coal	C	None	N	Solar	S
Electric	E	Natural Gas	NG	Unknown	U
Geo-Thermal	GT	Oil	O	Wood	W
Kerosene	K	Propane Gas	PG		