

Rutherford County Assessor of Property Commercial Property Income/Expense Questionnaire for Tax Year 2020

Property Address: _____

Contact Number: _____

Building Name: _____

Name of agent or
Management firm: _____

Parcel: _____ Acct #: _____

Rental Data:

Please provide rental and expense data from the calendar year 2019.

Tenant	Unit #	Rent Rate Monthly	Expenses Passed Through	Unit Size Per Sq. Ft.	Comments

Gross Rents Possible: \$ _____ Year end vacancy _____ Sq. Ft.

Other Income: \$ _____

Who pays insurance? Owner _____ Tenant _____

Who pays taxes? Owner _____ Tenant _____

Who pays utilities: Owner _____ Tenant _____

Who pays common area maintenance? Owner _____ Tenant _____

Does the agent/management firm have an ownership in the property? YES or NO

Are any operating expenses paid to any person(s) with an ownership interest? YES or NO

Do any tenants have a percentage rent clause in their lease? YES or NO

CONTINUED ON BACK

2019 Operating Expenses:

- 1) Property Management Fee: \$ _____
- 2) Accounting & Legal Fees: \$ _____
- 3) Repairs and Maintenance: \$ _____
- 4) Garbage Removal: \$ _____
- 5) Pest Control: \$ _____
- 6) Utilities: \$ _____
- 7) Interior Painting: \$ _____
- 8) Miscellaneous Expenses: \$ _____
- 9) Real Estate Taxes: \$ _____
- 10) Insurance (Annual Premium/Buildings Only): \$ _____

Items to be Replaced	Cost New	Year Replaced
11) Roof Covering:	\$ _____	_____
12) Appliances:	\$ _____	_____
13) Heat & Cool Systems:	\$ _____	_____
14) Floor Covering:	\$ _____	_____
15) Exterior Painting:	\$ _____	_____

Please Indicate the Following:

Year Purchased: _____ Purchase Price: \$ _____
 Year Built: _____ Construction Cost: \$ _____

Date: _____ **Signed:** _____ **Phone:** _____

Name: _____ **Company:** _____

Please return the completed form to:
 Rutherford County Property Assessor Office
 Attn: Russell Key
 319 North Maple Street, Suite 200
 Murfreesboro, TN 37130
 or via email at the following: rkey@rutherfordcountytn.gov

Comments:
