



# Mike Wells

## Pasco County Property Appraiser

14236 6th St., Ste. 101, Dade City, FL 33523  
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(813) 929-2780 (Land O' Lakes)  
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(727) 847-8013 / (727) 834-3885  
Please reply to: Post Office Box 401, Dade City, FL 33526-0401  
Web Site: <http://appraiser.pascogov.com>

January 2, 2012

Dear Commercial Property Owner:

As Pasco County Property Appraiser, it is my responsibility to determine the fair market value of all properties in Pasco County. All applicable approaches to value must be considered in establishing fair market value. Due to the current real estate market, we would like to encourage all property owners to return the enclosed real property income and expense form.

Therefore, pursuant to Sec. 195.027, FL Statutes, I am requesting owners of commercial rental properties to furnish me with the following information:

1. If the property is 100% owner occupied, please check the box in the top right-hand corner and sign the return. You need not supply any income and expense information. This does not apply to nursing homes, multi-family properties, hotels/motels, mobile home and RV parks or mini-storage facilities; if you own one of the preceding types of properties or any other type of rental property, please complete the enclosed form.
2. Detailed income and expense information for the calendar or fiscal year 2011.
3. Detailed rent as of January 1, 2012. If tenants are on "percentage leases", please state the dollar volume of sales for each such tenant and the amount of "percentage rent". Please show "pass throughs" of common expenses, taxes, and the like for each tenant.
4. A copy of your latest Schedule E (Form 1040) from your tax return, that lists income and loss. If you are only attaching your latest tax return, we ask that you complete the potential income information on the front of the form and rental information on the back or provide a rent roll.
5. Copies of current leases for the property or your own recap sheet of the same.
6. Any other pertinent data that relates to property value.

This form and a business reply envelope are provided for your convenience in replying to the request. Please feel free to provide your own computer-generated format to any of the items above.

Information you supply is strictly confidential in the hands of the Property Appraiser in accordance with Florida Statutes and Department of Revenue Regulations.

The last day to reply is **April 30, 2012**. Therefore, I encourage you to respond as soon as possible. Failure to reply could result in your data not being considered in the valuation of your property. Supplying the information is voluntary. **However, Florida Statute and case law state that failure to respond can deny you the right to introduce such information to seek a lower assessment at the Value Adjustment Board (See FS 194.034(1)(d)).**

Your cooperation is appreciated. If you have any questions, please call my office at (352) 521-4244 or (352) 521-4472.

Sincerely,

Mike Wells

Encl.



**CONFIDENTIAL**

**Mike Wells**  
Pasco County Property Appraiser

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 and Gulf Harbors  
 Fax: (352) 521-4228

**REAL PROPERTY INCOME AND EXPENSE RETURN**

<b>PARCEL NUMBER / MAILING ADDRESS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Property is 100% owner occupied</li> <li>If any portion of the property is <u>for rent or rented</u> please complete the front and back of this form.            Asking Rent: \$ _____ per month or SF</li> <li>If the building is 100% vacant and not for lease, please check the box below, sign, date and return the form back to us in the self-addressed stamped envelope.  <input type="checkbox"/> Property is 100% vacant AND not for lease.</li> </ul>
<b>PROPERTY USE</b>	<ul style="list-style-type: none"> <li>If the building is for sale, what was the asking price as of Jan 1, 2012? _____</li> </ul>

Signature: \_\_\_\_\_ \*Signature is required  
 Date: \_\_\_/\_\_\_/\_\_\_ Phone Number: \_\_\_\_\_

**INCOME DATA AS OF JANUARY 1, 2012**

PROPERTY USE:	GROSS SQ. FT.	LEASABLE SQ. FT.	TOTAL UNITS	# OF LEASABLE UNITS	YEARLY POTENTIAL GROSS INCOME
APARTMENTS/DUPLEXES (SEE REVERSE SIDE FOR DETAIL):		N/A			
HOTELS/MOTELS (SEE REVERSE SIDE FOR DETAIL):		N/A			
RETAIL (SEE GENERAL COMMERCIAL ON REVERSE):			N/A	N/A	
OFFICES (SEE GENERAL COMMERCIAL ON REVERSE):			N/A	N/A	
INDUSTRIAL (SEE GENERAL COMMERCIAL ON REVERSE):			N/A	N/A	
MOBILE HOMES (SEE REVERSE SIDE FOR DETAIL):	N/A	N/A			
MINI-STORAGE (SEE REVERSE SIDE FOR DETAIL):					
OTHER SPECIFY USE:					

**ACTUAL ANNUAL RENTAL INCOME COLLECTED**

**OTHER INCOME**

REAL ESTATE TAX REIMBURSEMENT	
UTILITIES (HVAC, WATER, SEWER) REIMBURSEMENT	
COMMON AREA MAINTENANCE	
PERSONAL SERVICES (LAUNDRY, VENDING, ETC.)	
SUBSIDY (GOVERNMENT OR OTHERWISE)	
OTHER (SPECIFY)	

**EXPENSE DATA AS OF JANUARY 1, 2012**

REAL ESTATE TAXES	
OTHER TAXES (Include Solid Waste Assessment)	
INSURANCE	
UTILITIES	
MANAGEMENT	
PAYROLL	
ADMINISTRATION (ADVERTISING, PROMOTIONS, ETC.)	
MAINTENANCE AND REPAIRS	
SERVICES (TRASH, GROUNDS, SWIMMING POOL, PROFESSIONAL FEES, ETC.)	
SUPPLIES	
RESERVES FOR REPLACEMENT	
OTHER (SPECIFY)*	

\* NOTE: DO NOT INCLUDE MORTGAGE, INTEREST, DEPRECIATION, AMORTIZATION OR CAPITAL EXPENDITURES

**GENERAL COMMERCIAL PROPERTY**

TENANT NAME <small>(Include Vacant Space)</small>	RENTAL AREA <small>(LIST TOTAL SF)</small>	LEASE DATES		RENTAL AMOUNTS		CAM AMOUNT	MONTHS VACANT IN 2011
		FROM	TO	ASKING	ACTUAL		

NOTE: PLEASE INCLUDE OWNER OCCUPIED PORTIONS AND LIST TOTAL VACANT LEASABLE AREA IN THE ABOVE

Check here if this is a Triple Net Lease.

TOTAL COLLECTION LOSS DUE TO NON-PAYMENT AND VACANCY: \$

**RENTAL APARTMENTS AND OTHER MULTI-FAMILY PROPERTIES**

UNIT TYPE	TOTAL UNITS	MONTHLY RENT (AVERAGE PER UNIT)	RENT CONCESSIONS (AS OF JAN 1 <sup>ST</sup> 2012)	MONTHS VACANT (AVERAGE PER UNIT)
EFFICIENCY				
ONE BEDROOM				
TWO BEDROOM				
THREE BEDROOM				
FOUR BEDROOM				

LIST ANY PERSONAL PROPERTY ACCOUNT NUMBERS FOR THIS PARCEL:

CHECK HERE IF PROPERTY, OR A PORTION, IS SECTION 8 (HUD). LIST NUMBER OF UNITS \_\_\_\_\_

CHECK HERE IF PROPERTY IS GOVERNMENT SUBSIDIZED. PLEASE REPORT AMOUNT COLLECTED UNDER 'OTHER INCOME' ON 1<sup>ST</sup> PAGE.

**HOTELS / MOTELS**

ROOM TYPE	TOTAL UNITS	DAILY RATES		MONTHLY RATES		OCCUPANCY RATE	
		SEASONAL	NON SEASONAL	SEASONAL	NON SEASONAL	SEASONAL	NON SEASONAL

LIST ANY PERSONAL PROPERTY ACCOUNT NUMBERS FOR THIS PARCEL:

**MOBILE HOME AND RECREATIONAL VEHICLE PARKS**

SPACE TYPE	TOTAL NUMBER OF SPACES	MONTHLY LOT RENT PER SPACE	SEASONAL LOT RATE PER SPACE	OVERALL% VACANT AS OF JAN. 1 <sup>ST</sup>
MOBILE HOME LOT				
MOBILE HOME LOT <u>AND</u> UNIT				
RECREATIONAL VEHICLE LOT				
RECREATIONAL VEHICLE LOT <u>AND</u> UNIT				

**NOTE: PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY**