

**DUE DATE**

July 02, 2020

**Sample Income Survey**

For income producing real estate subject to assessment January 1, 2020

**Who must file:** Every person, firm or corporation owning income producing real estate receives this form. This information is used to determine the fair market value of all income producing real estate. The information on this form is confidential and is not available for public inspection.

**Failure to file** may cause an erroneous value to be placed on your income producing real estate. If you fail to complete and return this form, you may lose your right to contest the value placed on your property.

**Property belonging to** (or in his/her charge as agent, consignee, or other representative capacity):

Tax key number: \_\_\_\_\_

Property address: \_\_\_\_\_

Municipality: City of Marshfield

County: \_\_\_\_\_

**Instructions:** Complete Schedules B through F using rental activity **from the most recent 12 month period for which you have data**. Some of the information can be copied from your federal tax return. Enter the total from each of those schedules into Schedule A below. If any preprinted information is incorrect, please cross it out and write the corrected information next to it. Remember all information is confidential and not subject to public inspection.

**Schedule A****Summary of Rental Income and Expenses for the 12 Months Ending** \_\_\_\_/\_\_\_\_/\_\_\_\_

|  |    |
|--|----|
| Description of real estate               |    |
| Rents received (from Schedule B)         | \$ |
| Miscellaneous income (from Schedule C)   | \$ |
| Capital improvements (from Schedule D)   | \$ |
| Reserve expenditures (from Schedule E)   | \$ |
| Net operating expenses (from Schedule F) | \$ |

I hereby declare all information given is true and correct for the income producing real estate indicated above.

|   |                    |  |                       |
|---|--------------------|--|-----------------------|
| Owner's name (please print)                       |                    | Preparer's name (if other than owner) (please print) |                       |
| Owner's mailing address (if different than above) |                    | Preparer's mailing address                           |                       |
| Owner's signature                                 | Date signed        | Preparer's signature                                 | Date signed           |
| Owner's phone number                              | Owner's fax number | Preparer's phone number                              | Preparer's fax number |

|   |  |
|---|--|
| <b>Return to:</b><br>City of Marshfield Assessor's Office<br>207 W 6th St<br>Marshfield, WI 54449 | <b>If you have any questions about this form, please contact:</b><br>City of Marshfield Assessor's Office<br>(715)384-3856 |
|---|--|

### Schedule B: Rents Received

| Use   | # of Units | Rentable Area of Each Unit | Rents Received (all units)* | Vacancy & Collection Loss | # of Units Occupied by Owner | Rent Received Compared to Market Rent**  | Reason Why Rents Received Were Above or Below Market Rent |
|---|------------|----------------------------|-----------------------------|---------------------------|------------------------------|--|---|
|   |            |                            |                             |                           |                              | <input type="checkbox"/> Above<br><input type="checkbox"/> Below<br><input type="checkbox"/> About right |   |
|   |            |                            |                             |                           |                              | <input type="checkbox"/> Above<br><input type="checkbox"/> Below<br><input type="checkbox"/> About right |   |
| <b>Total (enter here and on Schedule A)</b> |            |                            |                             |                           |                              |  |   |

\* Include rents received for all 12 months of the reporting period, regardless of when the rent was actually collected. **Include any expense reimbursements listed on schedule F such as utilities, common area maintenance or property taxes.**

\*\* In your opinion, how do the rents you received compare to fair market rent? For example, check the 'Below' box if you received less than fair market rent.

### Schedule C: Miscellaneous Income

| Source of Income                            | # of Units | Rents Received (all units) |
|---|------------|----------------------------|
|   |            |                            |
| <b>Total (enter here and on Schedule A)</b> |            |                            |

### Schedule D: Capital Improvements

| Description of Improvement                  | Percent Complete | Cost of Improvement |
|---|------------------|---------------------|
|   |                  |                     |
| <b>Total (enter here and on Schedule A)</b> |                  |                     |

### Schedule E: Reserve Expenditures

| Description of Item Replaced                | # of Items Replaced | Size of Each Item | Cost of Replacement | Expected Life (Years) |
|---|---------------------|-------------------|---------------------|-----------------------|
|   |                     |                   |                     |                       |
|   |                     |                   |                     |                       |
|   |                     |                   |                     |                       |
| <b>Total (enter here and on Schedule A)</b> |                     |                   |                     |                       |

### Schedule F: Operating Expenses

| Expense Item                                | Expense Amount* |
|---|-----------------|
| Advertising                                 |                 |
| Cleaning and maintenance                    |                 |
| Commissions                                 |                 |
| Insurance                                   |                 |
| Legal and other professional fees           |                 |
| Management fees                             |                 |
| Repairs                                     |                 |
| Supplies                                    |                 |
| Real estate taxes                           |                 |
| Utilities                                   |                 |
| Other                                       |                 |
| <b>Total (enter here and on schedule A)</b> |                 |

Do not include capital improvements or reserve expenditures reported on schedules D and E above. Expense figures can be copied from your federal tax return. **Do not include expenses for auto and travel, mortgage interest, or other interest reported on your federal tax return.**

\* Expense amount before tenant reimbursements. Reimbursements from tenants should be included in rents reported on schedule B.