

INSTRUCTIONS for completing the *Commercial and Industrial Property Use Form*

**Parcel identification number:** As noted on the letter, listed under RE:

Location: Property Address, this must be filled out.

Percent Owner Occupied: The percentage of the building you occupy. If you occupy 100% of the building, enter 100% and proceed to Management and Maintenance and or capital improvements on the form below and then submit at the bottom of the form. If you lease any portion of the building, fill out the remaining portion of the form.

**EXPENSES:**

When entering dollar amounts, round to the next whole number and do not use decimals or commas. Enter the amount you paid as the landlord for each item, under the column for landlord. If the tenant was responsible for a portion, enter his amount under tenant.

Capital Improvements: Enter in the box to the right of (Specify) what type of improvement was made, for example Roof. Enter the amount in the appropriate column for landlord or tenant, depending on who paid for the improvement.

**LEASE INFORMATION:**

Enter the name of each tenant.

Use: The current use of the building by the tenant. For example: retail, service, apartment etc.

Floor level: On what level is the tenant renting space, this is a drop down box click on the appropriate floor.

Leased area: the total square feet of the leased area

Gross, net or NNN: Refers to the type of lease. This is a drop down box, click on the box and then click on the appropriate type.

Lease start date and lease end date: use numbers, month and year, for example July 2009 is 07/09.

Renewal Option, Escalation Clause: click on the drop down box and click on the appropriate answer.

Overage, percentage or Reimbursement: List which of the three pertains to the lease.

Monthly rent and Annual rent is the anticipated amount based on the lease.

**OTHER INCOME:**

Source: From what source is the income coming from? Vending machines, Billboards, Cell towers etc.

Monthly amount: based on the lease what is the monthly income from this source?

Annual Collect: What was the annual amount collected for the 2008 year?

**CALENDAR YEAR INCOME SUMMARY:**

Total Potential Gross Income: Based on the leases, occupied at 100% for the year what would the income be?

Total Concessions: Actual concessions in a dollar amount.

Total Vacancies: The dollar amount lost, do to vacancies.

Total Collections Loss: The amount you were not able to collect due to bad debt.

Total Parking Income: Income received if you charge for parking.

Total Other Income: Any additional income.

**FEATURES INCLUDED IN RENT:**

Just click on the box of any feature included in the rent, if you provide an additional service that is not listed, list it in the box to the right of other.

Fill out, Submitted by, with your name along with your title, date and telephone number and click on submit.

Thank you for submitting this information. The information you have provided will help us establish market rents and market expenses for different types of properties throughout Livingston County. This will insure equity when establishing values for the assessment process. If you have any questions you can contact your local Assessor, or myself, here at the county.

Sincerely,

Sue Bostwick  
Deputy Director,  
Livingston County Equalization  
(517) 546-4182