

ON THE FOLLOWING PAGES YOU WILL FIND LINE-BY-LINE INSTRUCTIONS FOR THE COMPLETION OF ASIE-GENERAL, ASIE- INCOME & EXPENSE AND ASIE-RESIDENTIAL AND ASIE-COMMERCIAL TENANT INVENTORIES.

ASIE-2009-GENERAL INSTRUCTIONS

SECTION A – PROPERTY IDENTIFICATION

1. Enter the **Section, Block** and **Lot** of your property. Enter only one block and one lot. You may refer to mailing insert enclosed with your **ASIE** packet for this information. If your **ASIE** filing covers more than one tax lot, operated as an economic unit, list only the **primary** block and lot here.
2. **Property address**, including street number, street, town and zip code.
3. If the mailing address for this property is **different** than that on the mailing insert, provide the correct property address, including street number, street, village and zip code.
4. **Groups of related parcels.** An **ASIE** covering more than one lot will be accepted **only** if the lots are operated **as a single economic unit (and physically contiguous or adjacent to each other)**. If the filing covers more than one lot, you can list up to 6 additional properties in the spaces marked “Block and lot”. If necessary, list additional blocks and lots on a separate page.

SECTION B – CONTACT INFORMATION

5. **Contact Person.** Indicate the name of the filer who is **familiar** with both the operation and the finances of the property.
6. Indicate the contact person’s relationship to the property (i.e. the owner, lessee, sub-lessee, manager, agent, accountant, etc.)
7. Provide owners name.
- 8-10. **Contact information.** Enter filer’s phone number (required), cell number, email address (**requested**) and/or fax number.

SECTION C – FILING STATUS

IF YOU CAN CHECK ANY BOXES 11 THROUGH 14 YOU ARE REQUIRED TO FILE THE ASIE-GENERAL ONLY. CHECK THE APPROPRIATE BOX ON PAGE 1 OF THE ASIE-GENERAL (BLUE FORM); COMPLETE THE ENTIRE FORM, SIGN AND RETURN.

11. **OWNER-OCCUPIED** – properties that are **100%** physically occupied by the owner, or owner related entity or persons. This occupancy can include those related by blood or marriage and business entities under common control. No portion of the property can be rented.
12. **RESIDENTIAL COOPERATIVE OR CONDOMINIUM** – with **no commercial** component. (**Please note: All Co-ops must submit the most recent copy of their Schedule “A”, (Allocation of Shares) with this.**)
13. **PROPERTIES UNDER CONSTRUCTION** in 2009.
14. **PROPERTIES PURCHASED** in 2009 or 2010.

IF YOU CAN CHECK ANY BOXES 15 THROUGH 18 YOU ARE REQUIRED TO FILE THE ASIE GENERAL (BLUE FORM) AND THE ASIE INCOME AND EXPENSE FORM (GREY FORM). COMPLETE AND SIGN ASIE GENERAL AND COMPLETE THE ASIE INCOME AND EXPENSE FORM.

15. **4 to 6 FAMILY APARTMENTS** – without commercial units, and without elevators.
16. **MULTIPLE USE BUILDINGS** – (6 units and under) with dwelling(s) attached or apartment(s) above. This status applies to properties with no more than 2 commercial units. **Properties that are entirely commercial or have more than 2 stores with apartments must file the full ASIE packet.**
17. **CONVERTED RESIDENCE** – where the use is primarily non-residential.
18. **COMMERCIAL RENT PRODUCING PROPERTY WITH 4 TENANTS OR LESS.**

IF YOU CAN NOT CHECK ANY BOXES 11 THROUGH 18, FILE THE ASIE-GENERAL (BLUE FORM), ASIE-INCOME & EXPENSE (GREY FORM) AND THE RESIDENTIAL AND/OR COMMERCIAL TENANT INVENTORY (TAN FORM).

19. Check this box and complete the ASIE-GENERAL, ASIE-INCOME & EXPENSE AND THE RESIDENTIAL and/or COMMERCIAL TENANT INVENTORY.

SECTION D – PROPERTY DESCRIPTION AND USE

20-25. Indicate the **total number of units** that constitute the property, **number of residential units, number of commercial units, total gross building area** (measured exterior wall to exterior wall), **lot size, number of buildings** and **number of stories** of the main building.

26. Check the appropriate box (es) to describe the use of your property by floor. More than one use type (apartments, retail, industrial, warehouse, office, etc.) can be indicated per floor.

SECTION E – PROPERTY LEASE INFORMATION

27. Indicate if the property is subject to a net lease and check the appropriate box (es) which describes your lease. See **ASIE-GENERAL** for more details.

SECTION F – MORTGAGE INFORMATION

28. Provide information on any loan placed on the property within the last 5 years. Include the total amount of the loan, date of loan, term in years, interest rate, payment (including principle and interest) and the frequency of payments (monthly or yearly). Please indicate if an appraisal was performed on the subject property within the last 5 years.

SECTION G – SALES INFORMATION

29. If the property sold during the last 5 years in an arms-length transaction (between unrelated parties) enter the month and year of sale and the purchase price.

SECTION H – MAJOR CAPITAL IMPROVEMENTS

30. A capital improvement is a physical alteration, renovation, rehabilitation, remodeling, conversion, replacement, addition or extension made to the property. Briefly describe any improvements made to the property during the last 5 years. Indicate the date of completion or expected completion, the cost and expected life of the improvement(s). Do not list these expenses later in the income and expense sections of the ASIE.

SECTION I – CONTAMINATION

If your property has been documented as contaminated, please send in a copy of the documents with the corresponding section block and lot and account key.

SECTION J – CERTIFICATION - MANDATORY

The owner, other taxpayer or the agent of the taxpayer must sign at the bottom of the **ASIE-GENERAL**. Print or type your name to the right of the signature.

ASIE-2009 INCOME AND EXPENSE INSTRUCTIONS

FILE THE INCOME & EXPENSE FORM IF YOU CHECKED ANY BOX 15 THROUGH 18 ON SECTION C - FILING STATUS ON THE FRONT PAGE OF THE ASIE-GENERAL. IF YOU ARE A SPECIALTY PROPERTY I.E. – HOTEL/MOTEL, GAS STATION, THEATER, SELF-STORAGE, MARINA, NURSING HOME,

FUNERAL HOME, SHOPPING CENTER/DEPARTMENT STORE, OR ASSISTED LIVING, PLEASE CALL 516-571-0996 FOR THE APPROPRIATE FORM. IF YOU ARE THE LANDLORD OF A SPECIALTY PROPERTY, PLEASE FILL OUT THE GENERAL AND INCOME AND EXPENSE FORMS (SECTIONS A-M).

ASIE-2009 INCOME

Property Identification - Enter the Section, Block and Lot of the property. Only enter one block and one lot in the boxes provided. List additional lots covered by this schedule, if any, in **Section A, 4** on the first page of the ASIE-2009 GENERAL.

Reporting Period and Accounting Basis - If the owner's records reflecting the operation of the property are maintained on a *calendar-year basis*, the ASIE 2009 accounting period must be January 1, 2009 to December 31, 2009. If the owner's records are maintained on a *fiscal-year basis*, the accounting period must be the most recently completed fiscal year as of May 1, 2010.

Indicate whether the cash or accrual method of accounting is being reported.

SECTION K – APARTMENTS

Round all money amounts to the nearest dollar.

Rental information - For each applicable apartment rental category lines **1 through 7 (STUDIO/EFFICIENCY, 1-BEDROOM, 2-BEDROOM, 3-BEDROOM, 4-BEDROOM, OTHER and PAID PARKING FOR RESIDENTIAL)**, enter the following information in the appropriate column. **[Please note: Use line 6 “OTHER” for any owner occupied or related information or any other apartment information that does not fit into the provided categories.]**

- **Number of units** - Enter the number of rental units (apartments) for each apartment category.
- **Gross square feet** - Enter the total gross square footage for each apartment type. Example – if the property has ten 1-bedroom apartments at 700 square feet each, enter 7,000 square feet in the space provided and continue for each apartment category.
- **Regulated and unregulated units** – Provide the number of apartments covered by the New York State Emergency Tenant Protection Act. Enter the number of regulated (rent stabilized) and unregulated for each apartment type. Example – if there are ten 1-bedroom apartments and four are regulated and six are unregulated, enter 4 in the space **NUMBER OF REG. UNITS** and 6 in the space **NUMBER OF UNREG. UNITS**.
- **Vacant units** – In this space enter number of vacant apartments in each apartment category. Enter all vacancies as of December 31, 2009.
- **Income** - Enter the total rental income for each apartment category. Rental income is defined as rent received or accrued for space occupied by tenants. Any rent for space occupied by the owner, related persons or entities should be entered on Section I, line 6 **OTHER** and detailed in the space provided at the bottom of the form.

TOTAL APARTMENT INCOME – add the income from lines **1 through 7** and enter on line **8** in **Income** column.

SECTION L – COMMERCIAL

Rental information - For each applicable commercial rental category lines **9 through 16 (LEASED PARKING FACILITIES, STORES, OFFICES, INDUSTRIAL, WAREHOUSE, OTHER, GROUND RENT and OWNER OCCUPIED)**, enter the information in the appropriate columns as detailed above for **Number of units or spaces, Gross square feet, Vacant units and Income**. Space occupied by the filer or related persons or entities should be included on line **16** whether a rental is charged or not. Detail all **OTHER** and **OWNER OCCUPIED** ENTRIES in the section provided at the bottom of the form. **No separate accounting or information is required here for space that is not rentable.**

TOTAL COMMERCIAL INCOME – Add the income from lines **9 through 16** and enter on line **17** in **Income** column.

SECTION M – ANCILLARY

Rental information - For each applicable ancillary rental category lines **18 through 25 (GOVERNMENT**

SUBSIDY, SERVICES, REAL ESTATE TAX ESCALATION, OPERATING ESCALATION, SALE OF UTILITIES, SIGNAGE / BILLBOARD, CELL TOWERS / ANTENNA and OTHER) enter information in the **Income** column.

The following list of ancillary income categories is provided as a guide only and is in no way meant to be all-inclusive.

18. GOVERNMENT RENT SUBSIDIES - Direct rent subsidies received from local and/or Federal Government Housing Programs.

19. SERVICES - The gross amount received or accrued for services such as laundry, valet, vending machines, and all other services.

20. REAL ESTATE TAX ESCALATION - Additional rent received above the base rent, as provided for in the lease, related to increases in real estate taxes.

21. OPERATING ESCALATION INCOME - Additional rent received above the base rent, as provided for in the lease, for pass through or increases in operating expenses, porter's wages, CPI clauses, etc.

22. SALE OF UTILITIES AND SERVICES - The gross amount received from the sale of utilities and services such as electricity, gas, steam, water, air conditioning.

23. CELL TOWERS and ANTENNA - Report any income received from the rental of the placement of a cell tower or antenna located on your property.

24. OTHER OPERATING INCOME - Any other operating income derived from the property not previously specified. Include common area maintenance income. Exclude interest on bank accounts and tenants' deposits. List and itemize the sources of other income in the space provided at the bottom of the form.

TOTAL ANCILLARY INCOME – Add the income from lines 18 through 24 and enter on line **25** in **Income** column.

TOTAL GROSS INCOME ALL SOURCES – Add the subtotaled income (\$) of all 3 categories from lines 8, 17 AND 25 and enter on line **26** in **Income** column.

ASIE-2009-EXPENSE

SECTION A – PROPERTY IDENTIFICATION

Report expenses for the operation of the real property. Exclude amortization or mortgage costs, capital improvements, depreciation, interest, income taxes, officer's and director's compensation and rent as operating expenses in this section (you may use the **LEASING, FINANCING and OTHER** below to enter some of these details). Include the expense of providing services to tenants but exclude expenses relating to other business or personal use of the property.

27. ELECTRICITY – Enter the amount paid or incurred for electricity. Do not include electricity consumed by the owner or other filers for personal or business use.

28. FUEL / HEAT – Include the amounts paid for fuel oil, steam and/or gas.

29. WATER & SEWER – Enter the cost for water and sewer charges for the reporting year.

30. WAGES / PAYROLL – Enter all payroll, related taxes and welfare and insurance benefits incurred in the operation of the property. Do not include salaries and commissions paid to company officers or agents.

31. CONTRACT SERVICES – Include the cost for cleaning, landscaping, sanitation, extermination and security services. Do not include contracts with companies or individuals related to the owner or other filer.

32. INTERIOR PAINTING & DECORATING – Include the cost of painting and decorating tenant and common areas.

33. REPAIRS – Enter the amounts paid for any routine repairs, for materials and for parts used in repairs. Include the costs of repairing electric, heating, ventilating and air-conditioning systems. Also include the cost of elevator, roof and other repairs.

34. RESERVES FOR REPLACEMENT – Include costs for the replacement of items associated with the building, where useful life is shorter than the life of the building. Such items may include appliances, elevators, heating systems and carpet. **This annual expense allowance must be prorated over the useful life of the item(s) replaced.**

35. MAINTENANCE – Enter the cost of supplies and miscellaneous maintenance that are not covered in the repairs item above.

36. INSURANCE – Include only the annual cost of fire, liability and other insurance premiums **paid to protect the real property.** Enter reporting year costs only. **All multi-year premiums must be pro-rated annually.**

- 37. MANAGEMENT FEES** – Include the amount paid to a management company or charged to self for the operation of the property.
- 38. ADMINISTRATIVE EXPENSES** – Enter expenses for office supplies, telephone service and postage related to the operation of the real property.
- 39. ADVERTISING** – Include expense for advertising real property available for rent.
- 40. LEGAL** – Report amounts paid for legal services related to the operation of the property
- 41. ACCOUNTING** – Enter amounts paid for accounting services related to the operation of the property.
- 42. MISCELLANEOUS** – Use the lines provided at the bottom of the form to itemize any other expenses not included above that were paid during the reporting year **related to the operation of the real property.** All miscellaneous expenses must be listed and dollar amounts for each must be included in the itemization.
- 43. TOTAL EXPENSES** – Add the expenses from lines 28 through 43.

LEASING, FINANCING AND OTHER

DO NOT INCLUDE THESE ITEMS IN THE EXPENSES ABOVE

- **LEASING COMMISSIONS** – Include the amount paid to a leasing company or broker for renting space in the property. **If the lease is for more than one year, the cost must be pro-rated over the life of the lease.**
- **TENANT IMPROVEMENTS** – Enter the total cost to the owner or filer for tenant improvements (interior construction to accommodate a tenant) pursuant to the terms of a lease. **If the lease is for more than one year, this cost must be pro-rated over the life of the lease.**
- **MORTGAGE INTEREST** – Report the annual **interest payments** attributable to the mortgage loan on the property
- **DEPRECIATION** – Report the loss in value to the improvement (building) portion of the real property.
- **REAL ESTATE TAXES** – Include the amount of the annual real estate taxes incurred for the reporting period.
- **TOTAL OTHER EXPENSES** – Add expenses that were entered in this section.

RESIDENTIAL TENANT INVENTORY (ASIE-RES) INSTRUCTIONS

The **RESIDENTIAL TENANT INVENTORY** is required as part of ASIE-2009 for all residential rental property that has leased space. Complete the Inventory based on the leases in place as of December 31, 2009, or you may specify a later date, up to the date of filing.

COLUMN 1 – APARTMENT NUMBER – List the number / letter of apartment as indicated on the door.

COLUMN 2 – FLOOR LEVEL – Floor-number of apartment.

COLUMN 3 – SQUARE FOOT AREA RENTED – The square footage of the apartment.

COLUMN 4 – NUMBER OF ROOMS – Number of rooms in the apartment (excluding bathrooms).

COLUMN 5 – NUMBER OF BEDROOMS – Number of bedrooms in apartment.

COLUMN 6 – NUMBER OF BATHROOMS – Bathrooms, include half baths.

COLUMN 7 – MONTHLY RENT – Dollar amount of monthly rent as per lease on December 31, 2009.

COLUMN 8 – LEASE START DATE – Date the lease began.

COLUMN 9 – LEASE TERM – Indicate the length of the lease (month to month, 1-year, etc.).

COLUMN 10 – NEW TENANT IN 2009 – Indicate with a “Y” if lease was signed by a new tenant in 2009.

COLUMN 11 – NUMBER OF MONTHS VACANT – Number of months vacant in 2009.

COLUMN 12 – PARKING SPACES – Number of parking spaces assigned to this apartment.

COLUMN 13 – HEAT – Indicate who is responsible for paying the heat expense. **O** = owner, **T** = tenant.

COLUMN 14 – UTILITIES – Indicate who is responsible for paying other utilities. **O** = owner, **T** = tenant.

COLUMN 15 – RENT SUBSIDY TYPE – Indicate the type and amount of any government rent subsidy. Use the section at the bottom left of the RESIDENTIAL TENANT INVENTORY to provide further details about parking. Enter number of space types leased monthly, the monthly rate for those spaces and the total monthly parking

income.

Use the section at the bottom right of the **RESIDENTIAL TENANT INVENTORY** to calculate the total number of units covered by this filing. Add the number of **owner occupied**, **leased** and **vacant** units.

COMMERCIAL TENANT INVENTORY (ASIE-COMM) INSTRUCTIONS

The **COMMERCIAL TENANT INVENTORY** is required as part of the ASIE for all commercial rental property that has leased space. Complete the Inventory based on the leases in place as of December 31, 2009, or you may specify a later date, up to the date of filing.

COLUMN 1 – TENANT NAME - Enter tenant name and/or suite number for each leased space. If the space is vacant indicate by entering suite number and **V**.

COLUMN 2 – FLOOR – Indicate the floor number of the space occupied by this tenant.

COLUMN 3 – GROSS SQUARE FEET – Indicate the total gross square foot area of this leased space.

COLUMN 4 – USE – Indicate the use type of the leased space.

COLUMN 5 – LEASE DATES – In the split column provided, indicate the beginning and ending dates of the lease for this tenant.

COLUMN 6-7 – RENT – In the first column report the initial (original) **annual** base rent for the first year of the lease. **This amount does not include rent escalations, reimbursements for expenses or free rent and other concessions.** In the second column, report the current **annual** rent for this reporting period. **This amount does include rent escalations, percentage and Consumer Price Index (CPI) increases stipulated in the lease. Do not include reimbursement for utilities, common interest and real estate taxes here.**

COLUMN 8 – RENT ESCALATION – List the fixed, percentage or CPI increases as stipulated in the lease. percentage rent clause is stipulated in the lease.

COLUMN 9-11 – EXPENSE RECOVERY – show all amounts per annum. In column 9 report the expense paid by the **tenant** to maintain common areas, e.g., lobby, hallways, parking, etc. In column 10 report any additional charge paid by the **tenant** for full or partial increase in real estate taxes. In column 11 report additional charges paid by the **tenant** for full or partial increases in operating expenses, i.e., electricity.

COLUMN 12-13 – ADJUSTMENTS – In column 12 indicate the number of months of free rent granted in the lease, **if applicable**. In column 13 show the **annual** fee paid to a leasing company for obtaining this tenant. List landlord cost associated with the lease and attributable to significantly improving tenant rental space.

COLUMN 14-15 – UTILITIES – In column 12 indicate who pays for heat expense; **O** = owner, **T** = tenant. In column 15 indicate who pays for other utilities; **O** = owner, **T** = tenant.