



NASSAU COUNTY DEPARTMENT OF ASSESSMENT  
 240 OLD COUNTRY ROAD, 4<sup>TH</sup> FLOOR  
 MINEOLA, NY 11501  
 ATTN: ASIE COMPLIANCE

ASIE - 2010  
 ANNUAL SURVEY OF  
 INCOME AND EXPENSE  
**CLASS 4**

**SECTION A - PROPERTY IDENTIFICATION**

1	LIST ONLY THE PRIMARY SECTION, BLOCK & LOT						OFFICE USE ONLY					
	SECTION	BLOCK	LOT									
2	PROPERTY ADDRESS											
	INCLUDE VILLAGE AND ZIP CODE											
3	MAILING ADDRESS CHANGE (ONLY IF YOU WISH TO CORRECT ADDRESS ON LETTER INSERT)											
4	YOU MAY CONSOLIDATE YOUR FILING BELOW FOR PROPERTIES THAT ARE <u>PHYSICALLY CONTIGUOUS AND/OR ADJACENT ONLY</u> . THESE MUST BE <u>COMMONLY OWNED AND OPERATED</u> . ANY FILING WHICH DOES NOT MEET THESE PARAMETERS WILL BE CONSIDERED NON-COMPLIANT.											
	SECTION	BLOCK	LOT	SECTION	BLOCK	LOT	SECTION	BLOCK	LOT	SECTION	BLOCK	LOT

**SECTION B - CONTACT INFORMATION**

5	CONTACT PERSON	CONTACT PERSON'S RELATIONSHIP TO PROPERTY
7	OWNER'S NAME	CONTACT'S DAYTIME TELEPHONE (REQUIRED)
9	E-MAIL ADDRESS (REQUESTED)	FAX NUMBER
10		

**SECTION C - PARTIAL FILING EXEMPTION**

**IF YOU CAN CHECK ANY BOX IN SECTION C (11 THROUGH 13) YOUR FILING IS COMPLETED WHEN YOU SIGN ON REVERSE**

11	<input type="checkbox"/> Properties that are <b>100% OWNER-OCCUPIED</b> or occupied by an owner related party or entity. <b>No portion of the property can be rented.</b>
12	<input type="checkbox"/> Properties that were <b>UNDER CONSTRUCTION AND NOT LEASED</b> in 2010.
13	<input type="checkbox"/> Properties that were <b>PURCHASED BY CURRENT OWNER</b> in 2010 or 2011.

**SECTION D - PROPERTY LEASE INFORMATION**

14	IS THE PROPERTY LEASED BETWEEN RELATED PARTIES? THIS INCLUDES PARTIES THAT ARE RELATED THROUGH BLOOD OR MARRIAGE AND BUSINESS ENTITIES UNDER COMMON CONTROL. YES <input type="checkbox"/> NO <input type="checkbox"/>	IS THIS PROPERTY SUBJECT TO A LEASE? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, CHECK APPROPRIATE BOX BELOW				
	<b>WHICH BEST DESCRIBES YOUR LEASE TYPE</b>					
	CHECK BELOW					
	LEASE TYPE	UTILITIES	PROPERTY TAXES	INSURANCE	PROPERTY MAINTENANCE	STRUCTURAL REPAIRS
	<input type="checkbox"/> GROSS	OWNER	OWNER	OWNER	OWNER	OWNER
	<input type="checkbox"/> NET	TENANT	TENANT OR LANDLORD PAYS ONE OR OTHER		OWNER	OWNER
	<input type="checkbox"/> TRIPLE NET	TENANT	TENANT	TENANT	OWNER	OWNER
	<input type="checkbox"/> GROUND LEASE	A LEASE OF VACANT LAND, OR LAND EXCLUSIVE OF THE BUILDING(S) ON IT. INDICATE THE GROUND RENT AND ANY EXPENSES PAID BY THE OWNER ON THE ASIE INCOME AND EXPENSE FORM, LINE 15.				

**SECTION E - CONTAMINATION (DOCUMENTATION MUST BE ATTACHED)**

15	HAS YOUR PROPERTY BEEN DOCUMENTED AS CONTAMINATED? YES <input type="checkbox"/> NO <input type="checkbox"/>	
	/	
	DATE / TYPE	ISSUING AUTHORITY

COMPLETE SECTIONS BELOW IF YOU COULD NOT CHECK 11 THROUGH 13 SECTION C

REPORTING YEAR FROM \_\_\_/\_\_\_/\_\_\_ TO \_\_\_/\_\_\_/\_\_\_

**SECTION F - INCOME**

RESIDENTIAL		# OF UNITS	# OF VACANT UNITS	# OF ETPA UNITS	2010 YEARLY RENTAL INCOME
16	APARTMENTS (UNREGULATED)				\$
17	APARTMENTS (REGULATED) <small>DETAIL IN NOTES</small>				\$
18	<b>TOTAL APARTMENT INCOME (ADD LINES 16 &amp; 17)</b>				\$
COMMERCIAL		# OF UNITS OR SPACES		# OF VACANT UNITS	2010 YEARLY RENTAL INCOME
19	LEASED PARKING FACILITIES				\$
20	RETAIL				\$
21	OFFICES				\$
22	INDUSTRIAL				\$
23	WAREHOUSE				\$
24	OTHER <small>DETAIL IN NOTES</small>				\$
25	GROUND RENT				\$
26	OWNER OCCUPIED <small>DETAIL IN NOTES</small>				\$
27	<b>TOTAL COMMERCIAL INCOME (ADD LINES 19 THRU 26)</b>				\$
ANCILLARY					2010 YEARLY RENTAL INCOME
28	GOV'T SUBSIDY				\$
29	SALES & SERVICES				\$
30	R E TAX ESCALATION				\$
31	OPERATING ESCALATION				\$
32	CELL SITES & TOWERS				\$
33	<b>TOTAL ANCILLARY INCOME (ADD LINES 28 THRU 32)</b>				\$
34	<b>TOTAL GROSS INCOME ALL SOURCES (ADD LINES 18 + 27 + 33)</b>				\$

**SECTION G - EXPENSE**

35	ELECTRICITY	\$
36	FUEL / HEAT	\$
37	WATER & SEWER	\$
38	WAGES / PAYROLL	\$
39	CONTRACT SERVICES	\$
40	INTERIOR PAINT & DECORATING	\$
41	REPAIRS	\$
42	RESERVES FOR REPLACEMENT	\$
43	MAINTENANCE	\$
44	INSURANCE	\$
45	MANAGEMENT FEES	\$
46	ADMINISTRATIVE EXPENSES	\$
47	ADVERTISING	\$
48	LEGAL	\$
49	ACCOUNTING	\$
50	MISCELLANEOUS (ITEMIZE IN NOTES)	\$
51	<b>TOTAL EXPENSES (ADD LINES 35 THRU 50)</b>	\$

DESCRIBE TYPE OF RENT REGULATION HERE:

NOTES

**SECTION H - CERTIFICATION (MANDATORY)**

I certify, under penalty of perjury, that the information contained within this form and the attached Income and Expense Statement is accurate and truthful.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
DATE