



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

ASIE - 2008 GENERAL  
 ANNUAL SURVEY OF  
 INCOME AND EXPENSE

**SECTION A - PROPERTY IDENTIFICATION**

1 LIST ONLY THE PRIMARY SECTION, BLOCK & LOT

SECTION	BLOCK	LOT	OFFICE USE ONLY			
<input type="text"/>	<input type="text"/>	<input type="text"/>				

2 PROPERTY ADDRESS

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 PHYSICALLY CONTIGUOUS AND/OR ADJACENT ONLY. THESE MUST BE COMMONLY OWNED AND OPERATED. 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		BLOCK		LOT		SECTION		BLOCK		LOT	

**SECTION B - CONTACT INFORMATION**

5 CONTACT PERSON	6 CONTACT PERSON'S RELATIONSHIP TO PROPERTY
7 OWNER'S NAME	8 CONTACT'S DAYTIME TELEPHONE (REQUIRED)
9 E-MAIL ADDRESS (REQUESTED)	10 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 BELOW, COMPLETE THIS FORM ONLY, SIGN ON THE REVERSE AND RETURN. FILE THE BLUE FORM ONLY.**

11  Properties that are 100% OWNER-OCCUPIED or occupied by an owner related party or entity. No portion of the property can be rented.

12  Used exclusively as a 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 FILING.

13  Properties that were UNDER CONSTRUCTION AND NOT LEASED in 2008.

14  Properties that were PURCHASED BY CURRENT OWNER in 2008 or 2009.

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

15  4 to 6 FAMILY APARTMENTS without elevators (residential only). NO COMMERCIAL UNITS.

16  MULTIPLE USE BUILDINGS (6 units and under) with dwelling attached or apartment above with no more than 2 commercial units.

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 OF THE ABOVE BOXES, CHECK BOX BELOW AND FILE THE ASIE- GENERAL, ASIE-INCOME & EXPENSE AND THE RESIDENTIAL AND/OR COMMERCIAL TENANT INVENTORY. FILE THE BLUE, GREY AND TAN FORMS.**

19  CHECK HERE IF YOUR PROPERTY IS NOT DESCRIBED ABOVE AND COMPLETE AND RETURN ALL APPROPRIATE FORMS.

**SECTION D - PROPERTY DESCRIPTION AND USE**

20	TOTAL NUMBER OF UNITS	21	NUMBER OF RESIDENTIAL UNITS	22	NUMBER OF COMMERCIAL UNITS	23	TOTAL BUILDING GROSS AREA	24	LOT SIZE OR ACREAGE	25	TOTAL NUMBER OF BUILDINGS/ NUMBER OF STORIES

CHECK THE APPROPRIATE BOX TO DESCRIBE THE USE OF YOUR PROPERTY. YOU MAY CHECK MORE THAN ONE BOX PER FLOOR.

OUTDOOR SPACE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR	ABOVE
<input type="checkbox"/> NONE	<input type="checkbox"/> NONE	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> RESIDENTIAL
<input type="checkbox"/> PARKING LOT	<input type="checkbox"/> PARTIAL	<input type="checkbox"/> RETAIL	<input type="checkbox"/> RETAIL	<input type="checkbox"/> RETAIL	<input type="checkbox"/> RETAIL
<input type="checkbox"/> SHARED PARKING	<input type="checkbox"/> FULL	<input type="checkbox"/> OFFICE	<input type="checkbox"/> OFFICE	<input type="checkbox"/> OFFICE	<input type="checkbox"/> OFFICE
<input type="checkbox"/> LANDSCAPING	<input type="checkbox"/> STORAGE	<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> INDUSTRIAL
<input type="checkbox"/> COMMON AREA	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> WAREHOUSE
<input type="checkbox"/> OUTDOOR STORAGE	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> GARAGE	<input type="checkbox"/> GARAGE	<input type="checkbox"/> GARAGE	<input type="checkbox"/> GARAGE
<input type="checkbox"/> OTHER (DETAIL BELOW)	<input type="checkbox"/> GARAGE	<input type="checkbox"/> OTHER (DETAIL BELOW)	<input type="checkbox"/> OTHER (DETAIL BELOW)	<input type="checkbox"/> OTHER (DETAIL BELOW)	<input type="checkbox"/> OTHER (DETAIL BELOW)

**SECTION E - PROPERTY LEASE INFORMATION**

IS YOUR PROPERTY SUBJECT TO A LEASE? NO  YES  - IF YES, CHECK APPROPRIATE BOX BELOW

LEASE TYPE	WHO PAYS FOR:				
	UTILITIES	PROPERTY TAXES	INSURANCE	PROPERTY MAINTENANCE	STRUCTURAL REPAIRS
<input type="checkbox"/> GROSS	OWNER	OWNER	OWNER	OWNER	OWNER
<input type="checkbox"/> MODIFIED GROSS	TENANT AND OWNER SHARE EXPENSES				
<input type="checkbox"/> SINGLE NET	TENANT	TENANT OR LANDLORD PAYS ONE OR OTHER		OWNER	OWNER
<input type="checkbox"/> DOUBLE NET	TENANT	TENANT	TENANT	OWNER	OWNER
<input type="checkbox"/> TRIPLE NET	TENANT	TENANT	TENANT	TENANT	OWNER
<input type="checkbox"/> ABSOLUTE NET	TENANT	TENANT	TENANT	TENANT	TENANT
<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 F - MORTGAGE INFORMATION (WITHIN LAST 5 YEARS)**

PROVIDE INFORMATION ON ANY MORTGAGE PLACED ON THE PROPERTY WITHIN THE LAST 5 YEARS. INCLUDE THE TOTAL AMOUNT OF THE LOAN, DATE OF THE LOAN, TERM IN YEARS, INTEREST RATE, PAYMENT, (INCLUDING PRINCIPLE AND INTEREST) AND THE FREQUENCY OF PAYMENTS (MONTHLY OR YEARLY).

LOAN AMOUNT	LOAN DATE	TERM	INTEREST RATE %	PAYMENT (P&I)	PAYMENT FREQUENCY
				\$	

**SECTION G - SALES INFORMATION (WITHIN LAST 5 YEARS)**

WAS THE PROPERTY ACQUIRED IN AN ARMS-LENGTH TRANSACTION WITHIN THE LAST 5 YEARS? YES  NO   
 AN ARM'S LENGTH TRANSACTION IS A LEGAL TERM MEANING NO SPECIAL RELATIONSHIP EXISTED BETWEEN THE BUYER AND SELLER WHICH WOULD IMPACT ON THE VALIDITY OF THE SALE.

MONTH AND YEAR OF SALE _____ / _____ PURCHASE PRICE \$ _____	CHECK BELOW IF SALE INCLUDES ANY OF THE FOLLOWING <input type="checkbox"/> FURNITURE, FIXTURES & EQUIPMENT <input type="checkbox"/> INVENTORY <input type="checkbox"/> STOCK SHARES <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER REAL ESTATE
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**SECTION H - MAJOR CAPITAL IMPROVEMENTS (WITHIN LAST 5 YEARS)**

A CAPITAL IMPROVEMENT IS A PHYSICAL ALTERATION, RENOVATION, REHABILITATION, REMODELING, CONVERSION, ADDITION OR EXTENSION WHICH WILL ENHANCE THE REAL PROPERTY.

IMPROVEMENTS	DATE	COST / LIFE

**SECTION I - 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. You must sign below to complete certification.

\_\_\_\_\_  
SIGNATURE (REQUIRED)

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

\_\_\_\_\_  
DATE