

ASIE-2009 INSTRUCTIONS FOR SPECIALTY PROPERTIES

SPECIALTY PROPERTY OWNERS ARE – SHOPPING MALL/DEPARTMENT STORE, THEATER, FUNERAL HOME, NURSING HOME, ASSISTED LIVING, GAS STATION, SELF-STORAGE AND MARINAS.

THE SPECIALTY ASIE IS INTENDED TO CAPTURE BUSINESS OPERATION INFORMATION FROM OPERATORS AND/OR OWNER/OPERATORS OF SPECIALTY PROPERTY. **ALL SPECIALTY PROPERTY FILERS MUST COMPLETE SECTION A – PROPERTY IDENTIFICATION, SECTION B – CONTACT INFORMATION, AND SECTION L – SPECIALTY PROPERTIES EXPENSES**, AND THE APPLICABLE SPECIALTY INCOME/GROSS RECEIPT SECTIONS, C THROUGH K.

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. **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 six additional properties in the spaces marked "Block and lot". If necessary, list additional blocks and lots on a separate page.

SECTION B – CONTACT INFORMATION

4. **Owner or Operator's name.** Check the appropriate box and provide the name.
5. **Organization.** Indicate the name of the Company.
6. **Contact Person.** Indicate the name of the filer who is **familiar** with both the operation and the finances of the property.
7. **Contact person's relationship to the property.** Indicate the contact person's relationship to the property (i.e. the owner, lessee, sub-lessee, manager, agent, accountant, etc.)

8. Contact's daytime telephone. Provide contact's daytime telephone (required).

9. E-Mail Address. Provide filer's e-mail address (required).

SECTIONS C Thru J – SPECIALTY INCOME / GROSS RECEIPTS

Line items 10 – 20. Provide information requested for Sections C through J.

SECTION C - SHOPPING MALL/DEPARTMENT STORE PROPERTIES ONLY

SECTION D - THEATER PROPERTIES ONLY

SECTION E – FUNERAL HOME PROPERTIES ONLY

SECTION F – NURSING HOME PROPERTIES ONLY

SECTION G – ASSISTED LIVING PROPERTIES ONLY

SECTION H – GAS STATION PROPERTIES ONLY

SECTION I – SELF-STORAGE PROPERTIES ONLY

SECTION J – MARINA PROPERTIES ONLY

Line items 21 – 43. Provide information requested for Section K.

SECTION K – HOTEL/MOTEL PROPERTIES ONLY

IF YOU OWN A SPECIALTY PROPERTY AND RECEIVE RENT FROM A TOTALLY UNRELATED PARTY OR ENTITY, PLEASE FILL OUT THE COLOR CODED [ASIE-2009 GENERAL FORM \(SECTIONS A – J\)](#), AND THE ASIE-2009 INCOME AND EXPENSE FORMS (SECTIONS K - N), ONLY.

IF YOU OPERATE A PORTION OF THE PROPERTY AND RENT A PORTION, CALL THE ASIE HELP-LINE FOR FURTHER INSTRUCTION.