



**MIKE TWITTY, MAI, CFA**  
**PINELLAS COUNTY PROPERTY APPRAISER**

PO Box 1957, Clearwater, FL 33757-1957  
www.pcpao.gov (727) 464-3207 confidential@pcpao.gov

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Owner Name:

Physical Address:

Mailing Address:

Parcel ID Number:

Property Use Code:

It is the responsibility of the Pinellas County Property Appraiser's Office to annually determine the market value of all property in the county. In order to achieve the greatest possible accuracy in the valuation of income producing properties, this office annually conducts an income and expense survey.

**Please submit a year-end 2022 Income and Expense Statement, Rent Roll, and/or other pertinent Operating Statements.** The information gathered will be used only by the Property Appraiser's Office and will be kept in strict confidence per *Section 195.027, Florida Statutes*. This information will be analyzed for the identification of market conditions for the year 2022, and will be used to develop typical appraisal parameters and valuation models for your property type.

The requested information may be submitted year-round, however should be received by May 1, 2023 to be considered in the 2023 valuation. If you purchased this property during the last 12 months, please submit information for the period of your ownership, and reference the dates with which your data applies. For your convenience, **confidentially submit your completed data by clicking the button at the end of the form (confidential@pcpao.gov) or mail to the address above.** Note: If you are a tax representative for the property owner, please include an updated letter of authorization.

Your cooperation and prompt attention is greatly appreciated. If you have any questions, please do not hesitate to call us at (727) 464-3207 and ask for your area appraiser.

Sincerely,

A handwritten signature in black ink that reads "Mike Twitty". The signature is fluid and cursive.

Pinellas County Property Appraiser

# OFFICE INCOME AND EXPENSE SURVEY

**CONFIDENTIAL Information per F.S. 195.027 For Use By Pinellas County Property Appraiser's Office Only**

Single Tenant

Multi Tenant, # of Tenants \_\_\_\_\_

## 2022 GROSS INCOME

Income Data for January 1, 2022 thru December 31, 2022

**Attach complete Profit & Loss Statement and Rent Roll as of January 1, 2023**

Property Use	Total Gross Square Feet	Total Leasable Square Feet	Rent \$ / Square Foot	Total Gross Income
Leased Office				
Leased Medical Office				
Leased Bank				
Leased Other				
Vacant Office				
Owner Occupied				

**IF 100% OWNER OCCUPIED, CONTINUE WITH "OPERATING EXPENSES" BELOW.**

<b>Total 2022 Gross Rental Income Collected</b>	\$ _____
Common Area Maintenance & Pass Thru's	\$ _____
Other Income (Vending, etc.)	\$ _____
<b>Total 2022 Actual Income Received</b>	<b>\$ _____</b>

## 2022 OPERATING EXPENSES

Expense Data for January 1, 2022 thru December 31, 2022

Real Estate Taxes	\$ _____
Administrative	\$ _____
Management Fees	\$ _____
Insurance (Building & contents)	\$ _____
Flood Insurance	\$ _____
Professional Fees (Accounting, advertising, legal, etc.)	\$ _____
Utilities (Electric, water, sewer, phone, cable, etc)	\$ _____
Services (Grounds maintenance, trash, elevator, etc.)	\$ _____
Repairs & Maintenance (no capital improvements)	\$ _____
Reserves for Replacements	\$ _____
Condo Association Fees	\$ _____
Other (specify) _____	\$ _____
<b>Total 2022 Operating Expenses</b>	<b>\$ _____</b>

**2022 Net Operating Income (before taxes, capital improvements & debt service)** **\$ \_\_\_\_\_**

## 2022 CAPITAL IMPROVEMENTS

Expense Data for January 1, 2022 thru December 31, 2022

**Please specify the improvement. Do not include in operating expenses above.**

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

# OFFICE INCOME AND EXPENSE SURVEY, Cont'd

**CONFIDENTIAL** Information per F.S. 195.027 For Use By Pinellas County Property Appraiser's Office Only

## GENERAL COMMERCIAL PROPERTY

A current rent roll can be attached in lieu of the grid below.

Unit # & Tenant*	Total # Units	Lease Term		Base Rent		Leasable SF Area	Lease Basis**	Pass Thru's & CAM
		Commenced	Expires	Month	Annual			

\* Include vacant & owner-occupied space.

\*\* Lease Basis: NNN, NN, N or G

## RENTAL APARTMENTS

Apartment Type	Total Number of Units	Annual Lease Rent/Month	Seasonal Lease Rent/Month	Utilities or Services Included in Rent
Efficiency				
One Bedroom				
Two Bedroom				
Three Bedroom				
Four Bedroom				

**Please explain any unusual circumstances regarding the property as well as any additional information regarding the CAM & Pass Thru collections.**

**Has there been, or are there any plans for: construction, removal, remodeling, or sale of the business or improvements?**

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please attach additional pages as necessary.* Email: \_\_\_\_\_

**PLEASE RETURN BY MAY 1, 2023**