

Instructions on How to Complete the Income-Expense Form

1. Click on “click here”

Constitutional and Statutory Provisions

[The Kentucky Constitution, Amendments 169 through 182](#), establishes the Commonwealth’s taxing and assessment powers. The Kentucky General Assembly in Kentucky Revised Statutes, sections [132](#), [133](#), and [134](#) established the rules and procedures governing property tax administration, including the appeal process.

Commercial Property Assessment

The Property Valuation Administrator’s Office (PVA) is responsible for assessing approximately 23,000 commercial properties annually at fair market value.

The assessment date for real property is January 1st. The PVA estimates the fair market value by using reliable valuation methods, guidelines and resources. Three methods are considered when assessing commercial property; the market (or sales) approach, the cost approach and/or the income approach. The best method is applied with the help of a computer assisted mass appraisal (CAMA) system. To support fair market values, various data sources are reviewed and current market data is captured by collecting and analyzing valid sales (fair arms-length transactions), rental rates, expense rates, capitalization rates and construction costs, etc. When the PVA accepts a transfer as a valid sale, the sale price represents the property assessment as of January 1 following the year of sale. Current property characteristics are verified through field inspections and other reliable sources. Annual reviews are conducted in accordance with Kentucky Department of Revenue guidelines. Many factors can influence a change in property assessment from the prior year such as a change in property characteristics, a change in property use, a recent sale, or current market conditions, etc.

Conference Process

By law (KRS 133.120), property owners (or their authorized representatives) have the right to appeal their assessment each year during the annual open inspection period by beginning a Conference with PVA. A person representing a property owner before the PVA must present written authorization from the property owner which sets forth his or her professional capacity and must disclose to the PVA any personal or private interests he or she may have in the matter, including any contingency fee arrangements. Attorneys are not required to disclose the terms and conditions of any contingency fee arrangement. An authorized representative must be qualified as required by the Kentucky Department of Revenue and submit evidence of such qualification to the PVA Office at the time of the Online Conference. A list of qualifications approved by the department can be found [here](#).

After submitting a PVA Conference, any taxpayer who disagrees with the resulting PVA assessment may appeal that assessment to the Local Board of Assessment Appeals. The taxpayer shall appeal his or her assessment by filing in person or sending a letter or other written petition to the **COUNTY CLERK** stating the reasons for appeal, identifying the property for which the appeal is filed, and stating the taxpayer’s opinion of the fair cash value of the property. The appeal shall be filed no later than one (1) workday following the conclusion of the inspection period provided for in KRS 133.045.

YOUR ONLINE CONFERENCE MUST INCLUDE DOCUMENTATION THAT SUPPORTS YOUR OPINION OF VALUE.

Examples of supporting documentation are:

- A full appraisal of your property.
- Interior/exterior photos of your property.
- Your homeowner’s or commercial property owner’s insurance policy.
- Your listing contract if your property is currently for sale.
- Estimates of repairs.
- Original construction costs or costs of additions or improvements to your property.
- Documentation of recent comparable sales (not assessments) that are similar to your property in size, condition, location and other characteristics (sales should be within the last 2 years of the current assessment date) [Download Sales Comparison Form](#).
- Documentation of land characteristics that support floodplain, environmental contamination, deed restrictions, easements, etc.
- Lease contracts for rental properties
- Income and expense statements for the last 2 complete calendar years. If your Conference is based on using income-expense information, the provided income-expense forms **MUST** be completed and uploaded for a valid Conference. [Click here](#) to download the **Income-expense form**. A tutorial on how to complete the form can be found [here](#).

SUPPORTING DOCUMENTATION SHOULD BE PREPARED PRIOR TO STARTING AND UPLOADED AT THE APPROPRIATE PAGE WHEN SUBMITTING YOUR CONFERENCE. Document types which may be uploaded are PDF, image files (preferably JPG), Microsoft Word documents, and Microsoft Excel documents. You may choose to mail your supporting documentation to our office within one business day following submission of your Online Conference.

I have read and understand the information provided by the Jefferson County Property Valuation Administrator.

How to find recent comparable property sales:

The PVA Neighborhood Sales Search Service is available on our website throughout the year in our Customer Service Center located downtown at 815 W. Market Street, Suite 400, during our weekday office hours of 8:00 AM to 4:00 PM and at any branch of the Louisville Free Public Library. Go to: <http://www.lfpl.org> or call the Main Library at 502-574-1611 for branch hours and locations.

Just before and during the 2018 Open Inspection Period (4/27/2015 12:00 PM EDT through 5/21/2018 4:00 PM EDT), our Sales Search Service is open to the public on our website at: <http://jeffersonpva.ky.gov>. For our Sales Search Tutorial go to: [Sales Search Tutorial](#). Documentation of recent comparable property sales may also be obtained from other sources such as local real estate agents, real estate appraisers, mortgage brokers and newspapers.

4. The Parcel ID and Property Type entry are required. To enter the Property Type, click on the cell and a drop down arrow will appear. Next, click on the arrow to choose from a list of property types. Select the appropriate Property Type for your property. If the property type is not in the list, please select “Other” and describe it in the adjacent cell.

If you are using income/expense information, this form MUST be completed. IRS support the income/expense report.

Owner Name	John Doe LLC.	Date of
Business Name	John Doe Electronics	Curren
Contact Name	John Doe	Contac
Parcel ID (s) (Required)	0012-0034-0000	Parcel .
Property Type (Required)	Retail	"Oth
Number of Bldgs		total L
		total N

**** You MUST Select an to Start ****

Click to Select
Office
Retail
Industrial
Multi_Family
Hotel
Special_Purpose
Other

5. Enter size of the property. Make sure to **ONLY** enter in the number and no other letters such as “SF”. If “Multi-Family” or “Hotel” is selected as the Property Type, click to enter the “Total No. of Units”.

US tax returns or management operating statements MUST ALSO be provided to support the

Date of Report	3/30/2012
Current Total Tax Assessment	\$200,000
Contact Phone No.	(502) 867-5309
Parcel Address	5000 Bluegrass Pkwy
If "Other" Describe	
Total Leasable SF (Required)	4,500
Total No. of Units	Click to Select

6. Select the most current year of income/expense that will be entered.

Total No. of Units	Years		
	2011	2010	2009
	Click to Select Year		
	2011		
	2010		
	2009		
	2008		
	2007		

7. **Select an Income Type.** Please choose between “Actual Income” and “Market Income”. “Actual Income” is used to enter the actual income and expense information for the corresponding year(s). “Market Income” is used when the income is based off a potential gross income using market rental rates less vacancy and credit. Actual Income will allow for the user to enter up to three years of income/expense information. Market Income will allow for only one year of entry.

	Years		
	2011	2010	2009
** You MUST Select an Income Type to Start **			
Select Income Type			
Select Income Type			
Market Income			
Actual Income			

*****For instructions on how to complete the Actual Income/Expense Form see the next page. Instructions on how to complete the Market Income/Expense Form are seen on Page 10. *****

1. Enter the TOTAL actual income for the corresponding years.

** You MUST Select an Income Type to Start **	Years					
	2011		2010		2009	
	Amount	\$/SF	Amount	\$/SF	Amount	\$/SF
Actual Income	\$22,500.00	\$5.00	\$21,000.00	\$4.67	\$23,200.00	\$5.16
Other Income (click below if any)						
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00

2. If there is other types of income that you would like to specify and enter, click on the drop down to see a list of selections. Next, enter the amount of income attributable to that selection in the adjacent cell(s).

** You MUST Select an Income Type to Start **	Years					
	2011		2010		2009	
	Amount	\$/SF	Amount	\$/SF	Amount	\$/SF
Actual Income	\$22,500.00	\$5.00	\$21,000.00	\$4.67	\$23,200.00	\$5.16
Other Income (click below if any)						
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Expense Reimbursements		\$0.00		\$0.00		\$0.00
Net Parking Income		\$0.00		\$0.00		\$0.00
Percentage Rent		\$0.00		\$0.00		\$0.00
Other Income		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Enter here if not in selection		\$0.00		\$0.00		\$0.00
Enter here if not in selection		\$0.00		\$0.00		\$0.00
Effective Gross Income	\$22,500.00	\$5.00	\$21,000.00	\$4.67	\$23,200.00	\$5.16

3. If the type of income selection is not available, you may enter it in the cell that reads "Enter here if not in selection"

** You MUST Select an Income Type to Start **	Years					
	2011		2010		2009	
	Amount	\$/SF	Amount	\$/SF	Amount	\$/SF
Actual Income	\$22,500.00	\$5.00	\$21,000.00	\$4.67	\$23,200.00	\$5.16
Other Income (click below if any)						
Other Income	\$1,000.00	\$0.22	\$500.00	\$0.11	\$750.00	\$0.17
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Antenna Income	\$2,000.00	\$0.44	\$2,000.00	\$0.44	\$2,000.00	\$0.44
Enter here if not in selection		\$0.00		\$0.00		\$0.00
Effective Gross Income	\$25,500.00	\$5.67	\$23,500.00	\$5.22	\$25,950.00	\$5.77

4. **Enter your expense information. Click on the cells to select from various types of expense categories. Enter the amount of expense in the adjacent cells.**

Operating Expenses (click below if any)						
Insurance	\$500.00	\$0.11	\$450.00	\$0.10	\$525.00	\$0.12
Click to Select		\$0.00		\$0.00		\$0.00
Insurance		\$0.00		\$0.00		\$0.00
Common Area Maintenance		\$0.00		\$0.00		\$0.00
General/Administrative Management		\$0.00		\$0.00		\$0.00
Replacement Reserves		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Enter here if not in selection		\$0.00		\$0.00		\$0.00
Enter here if not in selection		\$0.00		\$0.00		\$0.00
Enter here if not in selection		\$0.00		\$0.00		\$0.00
Enter here if not in selection		\$0.00		\$0.00		\$0.00
Total Operating Expenses	\$500.00	\$0.11	\$450.00	\$0.10	\$525.00	\$0.12

5. **If the type of expense selection is not available, you may enter it in the cell that reads "Enter here if not in selection"**

Operating Expenses (click below if any)						
Insurance	\$500.00	\$0.11	\$450.00	\$0.10	\$525.00	\$0.12
Common Area Maintenance	\$250.00	\$0.06	\$300.00	\$0.07	\$400.00	\$0.09
Management	\$150.00	\$0.03	\$100.00	\$0.02	\$200.00	\$0.04
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Click to Select		\$0.00		\$0.00		\$0.00
Antenna Expense	\$500.00	\$0.11	\$500.00	\$0.11	\$500.00	\$0.11
Enter here if not in selection		\$0.00		\$0.00		\$0.00
Enter here if not in selection		\$0.00		\$0.00		\$0.00
Enter here if not in selection		\$0.00		\$0.00		\$0.00
Total Operating Expenses	\$1,400.00	\$0.31	\$1,350.00	\$0.30	\$1,625.00	\$0.36

DO NOT INCLUDE DEBT SERVICE, DEPRECIATION, INTEREST, OR CAPITAL IMPROVEMENTS AS EXPENSE ITEMS

6. **Enter an appropriate capitalization rate for your subject property. Next, click to select which tax service area the property is located in. To determine whether your property is located in the Urban Service District please click on the following link.**

<http://www.louisvilleky.gov/SolidWaste/IWantTo/Urban+Services+District+Map.htm>

\$24,100	\$5.36	\$22,150	\$4.92	\$24,325	\$5.41
Average Net Operating Income				\$23,525	
Capitalization Rate				9.50%	
Choose Tax Service District	Click to Select	Tax Rate			
Av	Click to Select	Market Value			
Own	Urban Service County	Market Value			

7. Enter your opinion of fair market value for the property.

Net Operating Income	\$24,100	\$5.36	\$22,150	\$4.92	\$24,325	\$5.41
Average Net Operating Income					\$23,525	
Capitalization Rate					11.00%	
Choose Tax Service District	Urban Service			Tax Rate	1.29%	
Average NOI / Cap Rate = Market Value					\$191,416	
Owner's Declaration of Fair Market Value					\$190,000	

8. Save the Income/Expense form.

The screenshot shows the Microsoft Excel interface with the 'Save As' dialog box open. The dialog box is circled in red and lists various file formats for saving the document, including Excel Workbook, Excel Macro-Enabled Workbook, Excel Binary Workbook, Excel 97-2003 Workbook, OpenDocument Spreadsheet, PDF or XPS, and Other Formats. The background shows the 'Income_Expense_Form.xls' spreadsheet with a 'Save As' button highlighted in yellow. The spreadsheet contains a form with the following fields:

- Date of Report: 3/30/2012
- Current Total Tax Assessment: \$200,000
- Contact Phone No.: (502) 867-5309
- Parcel Address: 5000 Bluegrass Pkwy
- If "Other" Describe: Total Leasable SF (Required) 4,500
- Total No. of Units: Click to Select

The spreadsheet also contains a table with columns for Years (2011, 2010, 2009) and rows for Amount and \$/SF. The table data is as follows:

Amount	\$/SF	2011		2010		2009	
		Amount	\$/SF	Amount	\$/SF	Amount	\$/SF
\$0.00	\$5.00	\$21,000.00	\$4.67	\$23,200.00	\$5.16		
\$0.00	\$0.22	\$500.00	\$0.11	\$750.00	\$0.17		
\$0.00	\$0.00		\$0.00		\$0.00		
\$0.00	\$0.00		\$0.00		\$0.00		
\$0.00	\$0.00		\$0.00		\$0.00		
\$0.00	\$0.00		\$0.00		\$0.00		
\$2,000.00	\$0.44	\$2,000.00	\$0.44	\$2,000.00	\$0.44		
\$0.00	\$0.00		\$0.00		\$0.00		
\$25,500.00	\$5.67	\$23,500.00	\$5.22	\$25,950.00	\$5.77		


Below the table, there are sections for Operating Expenses (Insurance, Common Area Maintenance, Management) and several rows with 'Click to Select' buttons.

9. You can upload your saved income/expense form when you reach the Supporting Documents page. Once the form is uploaded it will be seen at the bottom of the page.


Supporting Documents ID: 084G00090003

To download a blank Sales Comparison Worksheet click this link: [Download Sales Comparison Worksheet and Income](#)


Add Supporting Documents



Upload



Mail in/Walk in



None Provided

Upload Document

1. Select Your Document Type I also want to mail/walk in additional documentation (Optional)

Select a File Upload Type ▾ Yes No

2. Select Your File and click on Upload File

Select File: Choose File No file chosen Upload File

My Uploaded Supporting Documents

File Name	Documentation Type	Upload Date And Time	
Income_Expense_Form.xlsx	Income	4/21/2016 9:01 AM	Delete

BackNext

Market Income/Expense Form Instructions

Example- Market Income /Expense Form

If you are using income/expense information, this form MUST be completed. IRS tax returns or management operating statements MUST ALSO be provided to support the income/expense report.					
Owner Name	John Doe LLC.	Date of Report	3/30/2012		
Business Name	John Doe Electronics	Current Total Tax Assess	\$200,000		
Contact Name	John Doe	Contact Phone No.	(502) 867-5309		
Parcel ID (s) (Required)	0012-0034-0000	Parcel Addre	5000 Bluegrass Pkwy		
Property Type (Required)	Retail	If "Other" Describe			
Number of Bldgs	1	Total Leasable SF (Requir	4,500		
		Total No. of Units	Click to Select		

** You MUST Select an Income Type to Start **	Years					
	2011		2010		2009	
	Amount	\$/SF	Amount	\$/SF	Amount	\$/SF
Market Income						
Average Market Rental Rate	\$/SF					
Potential Gross Income		\$0.00		\$0.00		
Vacancy & Collection Loss		\$0.00		\$0.00		
Other Income (click below if any)						
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Enter here if not in selection				\$0.00		
Enter here if not in selection				\$0.00		
Effective Gross Income		\$0.00		\$0.00		
Operating Expenses (click below if any)						
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Click to Select				\$0.00		
Enter here if not in selection				\$0.00		
Enter here if not in selection				\$0.00		
Enter here if not in selection				\$0.00		
Enter here if not in selection				\$0.00		
Total Operating Expenses		\$0.00		\$0.00		
DO NOT INCLUDE DEBT SERVICE, DEPRECIATION, INTEREST, OR CAPITAL IMPROVEMENTS AS EXPENSE ITEMS						
Net Operating Income						
	Average Net Operating Income					
	Capitalization Rate					
Choose Tax Service District	Click to Select	Tax Rate				
Average NOI / Cap Rate = Market Value						
Owner's Declaration of Fair Market Value						

1. **Enter the average market rental rate for the property. For multifamily, enter the average MONTHLY market rental rate. For Hotels, enter the AVERAGE DAILY RATE. The potential gross income will automatically be calculated.**

** You MUST Select an Income Type to Start **		2011	
		Amount	\$/SF
Market Income			
Average Market Rental Rate	\$5.00	\$/SF	
Potential Gross Income	\$22,500.00		\$5.00
Vacancy & Collection Loss	\$0.00		\$0.00
Other Income (click below if any)			
Other Income	\$1,000.00		\$0.22
Click to Select			\$0.00
Click to Select			\$0.00

2. **Enter the current market vacancy for your property type.**

** You MUST Select an Income Type to Start **		2011	
		Amount	\$/SF
Market Income			
Average Market Rental Rate	\$5.00	\$/SF	
Potential Gross Income	\$22,500.00		\$5.00
Vacancy & Collection Loss	10.00%	-\$2,250.00	-\$0.50
Other Income (click below if any)			
Other Income	\$1,000.00		\$0.22
Click to Select			\$0.00
Click to Select			\$0.00

3. **If there is other types of income that you would like to specify and enter, click on the drop down to see a list of selections. Next, enter the amount of income attributable to that selection in the adjacent cell.**

** You MUST Select an Income Type to Start **		2011	
		Amount	\$/SF
Market Income			
Average Market Rental Rate	\$5.00	\$/SF	
Potential Gross Income	\$22,500.00		\$5.00
Vacancy & Collection Loss	10.00%	-\$2,250.00	-\$0.50
Other Income (click below if any)			
Other Income	\$1,000.00		\$0.22
Click to Select			\$0.00
Expense Reimbursements			\$0.00
Net Parking Income			\$0.00
Percentage Rent			\$0.00
Other Income			\$0.00
Click to Select			\$0.00

4. If the type of income selection is not available, you may enter it in the cell that reads “Enter here if not in selection”

** You MUST Select an Income Type to Start **			2011	
			Amount	\$/SF
Market Income				
Average Market Rental Rate	\$5.00	\$/SF		
Potential Gross Income			\$22,500.00	\$5.00
Vacancy & Collection Loss	10.00%		-\$2,250.00	-\$0.50
Other Income (click below if any)				
Expense Reimbursements			\$1,000.00	\$0.22
Click to Select				\$0.00
Click to Select				\$0.00
Click to Select				\$0.00
Click to Select				\$0.00
Click to Select				\$0.00
Antenna Income			\$2,000.00	\$0.44
Enter here if not in selection				\$0.00
Effective Gross Income			\$23,250.00	\$5.17

5. Enter your expense information. Click on the cells to select from various types of expense categories. Enter the amount of expense in the adjacent cells.

Operating Expenses (click below if any)				
Insurance			\$500.00	\$0.11
Click to Select				\$0.00
Insurance				\$0.00
Common Area Maintenance				\$0.00
General/Administrative Management				\$0.00
Replacement Reserves				\$0.00
Other				\$0.00
Click to Select				\$0.00
Click to Select				\$0.00
Click to Select				\$0.00
Click to Select				\$0.00
Click to Select				\$0.00
Click to Select				\$0.00
Click to Select				\$0.00
Enter here if not in selection				\$0.00
Enter here if not in selection				\$0.00
Enter here if not in selection				\$0.00
Enter here if not in selection				\$0.00
Total Operating Expenses			\$500.00	\$0.11

6. If the type of expense selection is not available, you may enter it in the cell that reads “Enter here if not in selection”

Operating Expenses (click below if any)		
Management	\$500.00	\$0.11
Common Area Maintenance		\$0.00
Management		\$0.00
Click to Select		\$0.00
Click to Select		\$0.00
Click to Select		\$0.00
Click to Select		\$0.00
Click to Select		\$0.00
Click to Select		\$0.00
Click to Select		\$0.00
Click to Select		\$0.00
Click to Select		\$0.00
Click to Select		\$0.00
Click to Select		\$0.00
Antenna Expense	\$500.00	\$0.11
Enter here if not in selection		\$0.00
Enter here if not in selection		\$0.00
Enter here if not in selection		\$0.00
Total Operating Expenses	\$1,000.00	\$0.22

7. Enter an appropriate capitalization rate for your subject property. Next, click to select which tax service area the property is located in. To determine whether your property is located in the Urban Service District please click [here](#).

Average Net Operating Income		\$21,850
Capitalization Rate		11.00%
Choose Tax Service District	Click to Select	Tax Rate
	Click to Select	= Market Value
	Urban Service County	= Market Value

8. Enter your opinion of fair market value for the property.

Average Net Operating Income		\$21,850
Capitalization Rate		11.00%
Choose Tax Service District	Urban Service	Tax Rate
Average NOI / Cap Rate = Market Value		\$177,787
Owner's Declaration of Fair Market Value		\$180,000

9. Save the Income/Expense form.

The screenshot shows the Microsoft Excel interface with the 'Save As' dialog box open. The dialog box is circled in red and lists several file formats for saving the document. The background shows a portion of an 'Income Expense Form Model.xlsx' spreadsheet.

Save a copy of the document

- Excel Workbook**: Save the file as an Excel Workbook.
- Excel Macro-Enabled Workbook**: Save the workbook in the XML-based and macro-enabled file format.
- Excel Binary Workbook**: Save the workbook in a binary file format optimized for fast loading and saving.
- Excel 97-2003 Workbook**: Save a copy of the workbook that is fully compatible with Excel 97-2003.
- OpenDocument Spreadsheet**: Save the workbook in the Open Document Format.
- PDF or XPS**: Publish a copy of the workbook as a PDF or XPS file.
- Other Formats**: Open the Save As dialog box to select from all possible file types.

Income Expense Form Model.xlsx - Microsoft Excel

View PDF

Alignment Number Conditional Formatting Format as Table Cell Styles Insert Delete Cells

Required. IRS tax returns or management operating statements MUST ALSO be provided to support the

Date of Report 3/30/2012

Current Total Tax Assessment \$200,000

Contact Phone No. (502) 867-5309

Parcel Address 5000 Bluegrass Pkwy

If "Other" Describe

Total Leasable SF (Required) 4,500

Total No. of Units Click to Select


Amount	Years				
	2010	2010	2009	2009	
	\$/SF	Amount	\$/SF	Amount	\$/SF
15	Average Market Rental Rate	\$5.00			
16	Potential Gross Income		\$22,500.00		\$5.00
17	Vacancy & Collection Loss	10.00%	-\$2,250.00		-\$0.50
18	Other Income (click below if any)				
19	Expense Reimbursements		\$1,000.00		\$0.22
20	Click to Select				\$0.00
21	Click to Select				\$0.00
22	Click to Select				\$0.00
23	Click to Select				\$0.00
24	Click to Select				\$0.00
25	Antenna Income		\$2,000.00		\$0.44
26	Enter here if not in selection				\$0.00
27	Effective Gross Income		\$23,250.00		\$5.17
28	Operating Expenses (click below if any)				
29	Management		\$500.00		\$0.11
30	Common Area Maintenance				\$0.00
31	Management				\$0.00
32	Click to Select				\$0.00
33	Click to Select				\$0.00
34	Click to Select				\$0.00
35	Click to Select				\$0.00
36	Click to Select				\$0.00
37	Click to Select				\$0.00
38	Click to Select				\$0.00
39	Click to Select				\$0.00

10. You can upload your saved income/expense form when you reach the Supporting Documents page. Once the form is uploaded it will be seen at the bottom of the page.


Supporting Documents ID: 084G00090003

To download a blank Sales Comparison Worksheet click this link: [Download Sales Comparison Worksheet and Income](#)


Add Supporting Documents



Upload



Mail in/Walk in



None Provided

Upload Document

1. Select Your Document Type I also want to mail/walk in additional documentation (Optional)

Select a File Upload Type ▾ Yes No

2. Select Your File and click on Upload File

Select File: Choose File No file chosen Upload File

My Uploaded Supporting Documents

File Name	Documentation Type	Upload Date And Time	
Income_Expense_Form.xlsx	Income	4/21/2016 9:01 AM	Delete

Back Next