



Complete this report in accordance with accounting methodologies used for Federal Income Tax reporting. DC Code §47-821 stipulates that all information contained in this report shall be kept in strict confidence. Failure to submit complete and accurate information requested by the due date below is a violation of DC Code and will result in a ten percent penalty of taxes assessed to your following year tax bill. If you have questions, or need assistance, please contact our Assessment Program Coordinator, Anthony Daniels at 202-442-6794; email: anthony.daniels@dc.gov

**DUE DATE: April 15, 2016**

Reporting Period: Start Date:  End Date:

<b>Square</b>	<b>Suffix</b>	<b>Lot</b>	<b>Assessment Notice No.</b>	<b>Required Information</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Use Code <input type="text"/>	Neighborhood Code <input type="text"/>		Building Class <input type="text"/>	
Apartment Name <input type="text"/>				
Premise Address <input type="text"/>				

**Please Note: If your operation encompasses more than one Square, Suffix and Lot (SSL), you may list additional SSLs below. This will afford you filing credit for the parcels within the economic unit without the necessity of filing individual forms.**

Square	Suffix	Lot	Square	Suffix	Lot
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	8. <input type="text"/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	10. <input type="text"/>	<input type="text"/>	<input type="text"/>

Owner Name

Owner Address 1

Owner Address 2

Owner City  State  Zip

**CERTIFICATION : I certify under penalty of law that the information provided is true, correct and complete to the best of my knowledge and belief. Making a false statement as to material facts is punishable by criminal penalties, D.C. Code §22-2405**

Management Company

Title/Relationship  Signature:

Preparer

Address

City  State  Zip

Preparer's E-mail  Phone

Approver E-mail  Owners EIN



**Summary Of Rent Schedules: In addition to completing the schedule below, please attach a copy of your rent roll as of December 31, 2015 to this report.**

	Total # Units	Baths Total #	Rent Control # Units	Non-Market # Units	# of Units @ Market Rent	Market Rent \$ / month
Efficiency						
1 Bedroom						
2 Bedroom						
2 Bedroom and Den						
3 Bedroom						
3 Bedroom and Den						
Other (List)						
<b>Total Units</b>						

Retail/Commercial	# Units	Leasable SF	Weighted Avg Rent / SF
Retail			\$
Office			\$
Other (List)			\$

Is this Property a participant in HUD or other Low-Income Housing Programs?

If Yes, Please indicate what type  Annual Tax Credit \$  .00

List public utilities paid by tenant  % of Units Participating in program  %

**VACANCY AND COLLECTION LOSS:**

1. Income Loss due to Vacancy	\$	<input type="text"/>	.00
2. Income Loss due to Collection	\$	<input type="text"/>	.00
3. Income Loss due to Concessions	\$	<input type="text"/>	.00
4. Income Loss due to Employee Quarters	#	<input type="text"/>	\$ <input type="text"/> / year

**ANNUAL INCOME:**

**\*Please enter at least one value in this section\***

1. Total Apartment rent collected	\$	<input type="text"/>	.00
2. Miscellaneous Income(Retail/Commercial)	\$	<input type="text"/>	.00
3. Miscellaneous Income(Parking,vending,laundry, etc)	\$	<input type="text"/>	.00
4. Storage	\$	<input type="text"/>	.00
5. Utility Reimbursements	\$	<input type="text"/>	.00
6. HUD interest subsidy Reimburse	\$	<input type="text"/>	.00
7. Other Income, (Please Specify):	\$	<input type="text"/>	.00
8. Total Actual Income	\$	<input type="text"/>	.00



1 6 3 0 8 A 0 3 0 0 0 0

**EXPENSES:**

9. Management	\$		.00
10. Administrative	\$		.00
11. Payroll	\$		.00
12. Professional Fees	\$		.00
13. Corporate Suite Expenses	\$		.00

**UTILITIES:**

	Paid by Owner	Paid by Tenant		
14. Water and Sewer	<input type="checkbox"/>	<input type="checkbox"/>	\$	.00
15. Electricity	<input type="checkbox"/>	<input type="checkbox"/>	\$	.00
16. Fuel (Type of fuel):	<input type="checkbox"/>	<input type="checkbox"/>	\$	.00

**REPAIRS MAINTENANCE AND CONTRACT SERVICES**

17. Maintenance Payroll/SuppliesWater and Sewer	\$		.00
18. Mechanical (HVAC, Electricital,Plumb)	\$		.00
19. Roof Repairs	\$		.00
20. Elevator (parts, Labor, Contract Services)	\$		.00
21. Pool (parts, Labor, Contract Services)	\$		.00
22. Redecorating Costs(parts, Labor, Contract Services)	\$		.00
23. Janitorial/Cleaning (Supplies and contract services)	\$		.00
24. Landscape, cleaning, supplies and services	\$		.00
25. Trash	\$		.00
26. Security	\$		.00
27. Other Maintenance Contract services etc. (Must give itemized list)	\$		.00
<b>Total Expenses (Sum of 9 through 27)</b>	\$		<b>.00</b>

**FIXED EXPENSES:**

28. Insurance (One Year Fire, Casualty)	\$		.00
29. Miscellaneous Taxes (Non payroll,Non Property tax)	\$		.00
<b>Total Fixed Expenses sum of Lines 28 and 29</b>	\$		<b>.00</b>
<b>Net Operating Income</b>	\$		<b>.00</b>

**REPLACEMENT RESERVES:**

30. Annual Replacements Reserve	\$		.00
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**CAPITAL IMPROVEMENTS:**

31. Cost of Capital Improvements Incurred last 12months. (For capital improvements to be considered, an itemized list is required)	\$		.00
32. Cost of Future Capital Improvements (For future capital improvements to be considered, an itemized list is required)	\$		.00

Please provide supporting documents



1 6 3 0 8 A 0 4 0 0 0 0

**ANNUAL GROUND RENT:**

33. List Annual Ground Rent If Applicable. \$  .00

34. Inception Date of Lease

35. Ending Date of Lease

**MORTGAGE/SALES/MANAGEMENT INFORMATION:**

1. Is there a current mortgage on the property?

If Yes, please provide the following data:

Name of Mortgage Company

Term of Mortgage

Mortgage amount \$  .00

Interest Rate  %

Current Mortgage Balance \$  .00

Date of Mortgage

2. List the most recent partial or complete interest transfer of the real property in the last 3 years:

Purchase Date

Purchase Amount \$  .00

Percent of Ownership  %

3. Most Recent Professional Appraisal Date:

Appraisal Values

Appraisal Firm/Individual \$  .00