



Office of the Commissioner of the Revenue

Apartment Income and Expense Survey

Loudoun County 2025 Assessment Valuation

Jan 1 2023-

Dec 31 2023

C

Tab
↑
↓

Owner Name:	
Management Company:	
Contact Person:	
Project Name:	
Subject Address:	
Date:	
Has there been an appraisal done on this property in the last three years?	
Have there been any capital improvements during this reporting period?	
Do you fund a reserve for future capital improvements?	
Is there retail or office space in the building?	
Onsite Amenities (Clubhouse, pool, tennis courts, etc)	

PIN:	
Phone Number:	
Email:	
Signature:	
Date:	
Value:	
Type:	
Cost:	
Size:	

PART I Income

Actual Income

1.	Apartment Income.....	1.	
2.	Commercial Income.....	2.	
3.	Laundry Income.....	3.	
4.	Interest Income.....	4.	
5.	Telecommunications Income.....	5.	
6.	Clubhouse Rental Income.....	6.	
7.	Concession/Vending Income.....	7.	
8.	Other.....	8.	

Revenue Expense Recoveries

9.	Common Area Maintenance Recoveries.....	9.	
10.	Real Estate Tax Recoveries.....	10.	
11.	Insurance Recoveries.....	11.	
12.	Utility Reimbursements.....	12.	
13.	HUD MI Subsidy Reimbursements.....	13.	
14.	Operating Expense Recoveries.....	14.	
15.	Other.....	15.	

Revenue Loss for Reporting Period

16.	Income Loss from Vacancy.....	16.	
17.	Bad Debts/Rent Loss.....	17.	
18.	Rent Concessions.....	18.	
19.	Other.....	19.	

EGI

PGI

PART II Expenses

Utility

1.	Electricity.....	1.	
2.	Water and Sewer.....	2.	
3.	Gas/Oil.....	3.	
4.	Telecommunications.....	4.	
5.	Other.....	5.	

Janitorial

6.	Janitorial.....	6.	
----	-----------------	----	--

Operations and Maintenance

7.	Maintenance Payroll.....	7.	
8.	Maintenance Supplies.....	8.	
9.	HVAC Repairs.....	9.	
10.	Electric Repairs.....	10.	
11.	Plumbing Repairs.....	11.	
12.	Elevator Repairs/Maintenance.....	12.	
13.	Common Area/Exterior Repairs.....	13.	
14.	Decorating.....	14.	
15.	Roof Repairs.....	15.	
16.	Parking Lot/Garage Repairs.....	16.	
17.	Other.....	17.	

Marketing

18.	Salaries, Wages, and Benefits.....	18.	
19.	Advertising.....	19.	
20.	Other.....	20.	

Service

21.	Landscaping.....	21.	
22.	Trash Removal.....	22.	
23.	Security.....	23.	
24.	Snow Removal.....	24.	
25.	Other.....	25.	

Administrative and General

26.	Payroll and Administration.....	26.	
27.	Legal and Accounting.....	27.	
28.	Payroll Taxes.....	28.	
29.	Employee Benefits.....	29.	
30.	Other.....	30.	

Management

31.	Base Fee.....	31.	
32.	Incentive.....	32.	
33.	Leasing Commissions.....	33.	
34.	Other.....	34.	

Miscellaneous

35.	Miscellaneous.....	35.	
-----	--------------------	-----	--

Taxes and Insurance

36.	Business Property Tax.....	36.	
37.	Business License Tax.....	37.	
38.	Building Insurance.....	38.	
39.	Other.....	39.	

Real Estate Taxes and Reserves

40.	Real Estate Taxes.....	40.	
41.	Reserves for Replacement.....	41.	

The Income and Expense information MUST be placed on this form. Please attach a detailed rent roll. Supplemental information such as operating statements can be included. If you should have any questions or need assistance, please contact our office.

OFFICIAL REQUEST: TITLE 58.1-3294 CODE OF VIRGINIA - Each statement shall be certified as to its accuracy by an owner of the real estate for which the statement is furnished, or a duly authorized agent thereof. Any statement required by this section shall be kept confidential in accordance with the provisions of § 58.1-3. The failure of the owner of income-producing property, except property producing income solely from the rental of no more than four dwelling units, and except property being used exclusively as an owner-occupied property, not as a hotel, motel, or office building over 12,000 square feet, and not engaged in a retail or wholesale business where merchandise for sale is displayed, to furnish a statement of income and expenses as required by this section shall bar such owner or his representative from introducing into evidence, or using in any other manner, any of the required but not furnished income and expense information in any judicial action brought under § 58.1-3984.

OFFICIAL REQUEST: TITLE 58.1-3294 CODE OF VIRGINIA - Each statement shall be certified as to its accuracy by an owner of the real estate for which the statement is furnished, or a duly authorized agent thereof. Any statement required by this section shall be kept confidential in accordance with the provisions of § 58.1-3. The failure of the owner of income-producing property, except property producing income solely from the rental of no more than four dwelling units, and except property being used exclusively as an owner-occupied property, not as a hotel, motel, or office building over 12,000 square feet, and not engaged in a retail or wholesale business where merchandise for sale is displayed, to furnish a statement of income and expenses as required by this section shall bar such owner or his representative from introducing into evidence, or using in any other manner, any of the required but not furnished income and expense information in any judicial action brought under § 58.1-3984.