



RPIE- 2019

Confidential

REAL PROPERTY INCOME AND EXPENSE WORKSHEET

CHECK YOUR MAILING ADDRESS: All owners must maintain a current mailing address for each property within Cook County. To check your mailing address for this property, look at the latest Property Tax Bill found www.cookcountyassessor.com

PART I: OWNER AND PROPERTY INFORMATION

SECTION A - TAXPAYER/FILER INFORMATION

1. a. Taxpayer's Name

1. b. Daytime Phone Number

1. c. Taxpayer's Street Address

1. d. City, State, Zip

1. e. Date

1. f. Signature of Owner

1.g. Relationship to Property:

Owner

Former Owner Liable for Tax

Tenant Liable for Tax

Beneficiary of Trust

Executor

Other(explain) _____

1.h. Owner occupied YES NO

Owner occupied sqft _____

SECTION B - REPRESENTATIVE INFORMATION

2. a. Representative's Name/Firm Name

2.b. Daytime Phone Number

2.c. Representative's Street Address

2.d. City, State, Zip

2.e. Date

2.f. Signature of Representative

SECTION C - PROPERTY IDENTIFICATION

1. Please indicate all contiguous properties that have the same owner, are operated as one economic unit and are in the same township.

2. Property Index Number

Prorated Property Multi-Class Property Explain: _____

3. Check here if this property is a hotel.

4. Condominiums Filing for Multiple Pins

a. Entire Condominium from Pin Number _____ to _____

b. Condominium units from Pin Number _____ to _____;
 from Pin Number _____ to _____;
 from Pin Number _____ to _____;
 from Pin Number _____ to _____;
 from Pin Number _____ to _____;
 from Pin Number _____ to _____;
 from Pin Number _____ to _____;
 from Pin Number _____ to _____;

5. Address of Property: _____

6. Township: _____

SECTION D – PROPERTY USE

1. Description:

- Industrial
- Commercial
- Residential Apartments/ 7 units or more
- Mixed Use
- Specials
- Condo

2. Type:

3. Additional Property Information

a. Total # of Units: _____ b. # of Residential Units: _____ c. # of Commercial Units: _____

e. # of Buildings: _____ f. # of Floors: _____ g. Year of Purchase: _____

h. Total building sqft: _____ i. sqft of Commercial: _____ j. sqft of Residential: _____

SECTION E – VACANCY INFORMATION

Indicate the total square feet or units that were vacant (unoccupied, unleased and/or generating no income) as of January 1, 2019. Estimate vacancy for the future months.

		Commercial/Industrial			Apartments /Condos		
		a.	b.	c.	d.	e.	f.
		Total Sq. Ft. of Commercial/Industrial Area Occupied	Total Sq. Ft. of Commercial/Industrial Area Vacant	Total Sq. Ft. of Commercial/Industrial Area	Total Number of Residential Condos/Apartments Occupied	Total Number of Residential Condo/apartments Vacant	Total Number of Condo/Apartments
	January						
	February						
	March						
	April						
	May						
	June						
	July						
	August						
	September						
	October						
	November						
	December						

END OF RPIE-2019 PART I: OWNER AND PROPERTY INFORMATION
IF APPLICABLE, CONTINUE ON TO
PART II: INCOME AND EXPENSE STATEMENT (FOR ALL PROPERTIES EXCEPT HOTELS)
OR
PART III: INCOME AND EXPENSE STATEMENT (FOR HOTELS ONLY)

Cook County Assessor
Real Property Income and expense worksheet

PART II: INCOME AND EXPENSE STATEMENT (FOR ALL PROPERTIES EXCEPT HOTELS)

SECTION F – REPORTING PERIOD

1. The income and expense statement is for a: Calendar Year Fiscal Year Partial Year
2. Please indicate the period covered in this statement: From _____ - _____ To _____ - _____
3. Additional income and expense statements submitted for years: 2016 2017 2018

SECTION G - INCOME FROM REAL ESTATE. Do not list any negative figures.

	# of units	Income(\$ per year)
1. a. Residential Subsidized (If an amount is entered as Income, you must also enter the # of units)		
b. Residential Unsubsidized (If an amount is entered as Income, you must also enter the # of units)		
c. Total Residential Income - see instructions		
2. Office		
3. Retail Tenants		
4. Loft		
5. Factory		
6. Warehouse		
7. Storage		
8. Garages/Parking		
9. Owner-Occupied or Owner-Related Space		
10. Ancillary Income		
a. Operating Escalation		
b. Real Estate Tax Escalation		
c. Sale of Utility Services		
d. Sale of Other Services		
e. Government Rent Subsidies		
f. Signage/Billboard		
g. Cell Towers		
11. Other (detail other uses below):		
a.		
b.		
c.		
12. Total Income from Real Estate		

SECTION H - INCOME FROM BUSINESS. Do not list any negative figures.

Owner Occupied		Income(\$ per year)
1. Merchandise		
2. Food and Beverage		
3. Parking		
4. Automotive Fuel		
5. Admissions		
6. Other Sales		
7. Department Store Sales		
a. Gross Department Store Sales		
b. Returns and Refunds (Deduct from Gross Department Store Sales)		
c. Leased Departments		
d. Net Department Store Sales		
8. Total Income from Business		

Cook County Assessor
Real Property Income and expense worksheet

SECTION I (I) –PROPERTY OPERATING EXPENSES. Do not list any negative figures.		
		Income(\$ per year)
1. Fuel		
2. Light and Power		
3. Cleaning Contracts		
4. Wages and Payroll		
5. Repairs and Maintenance		
6. Management and Administration		
7. Insurance (annual)		
8. Waste		
9. Phone		
10. Internet		
11. Other utilities		
12. Water & Sewer		
13. Advertising		
14. Interior Painting and Decorating		
15. Amortized Leasing Costs (annualized, pro-rated cost)		
16. Amortized Tenant Improvement Costs (annualized, pro-rated cost)		
17. Miscellaneous Expenses: (not all deducted by Finance during valuation)		
a.		
b.		
c.		
d.		
18. Total Expenses		
19. Real Estate Taxes, Bad Debt, Depreciation and Mortgage Interest		
(These expenses are not included when tallying Total Expenses)		

PART III: INCOME & EXPENSE STATEMENT FOR HOTELS ONLY

SECTION J – REPORTING PERIOD

1. The income and expense statement is for a: Calendar Year Fiscal Year Partial Year

2. Please indicate the period covered in this statement: From _____ - _____ To _____ - _____

3. Name of the Hotel or Motel: _____ 4. Total # of Rooms: _____

4a. # of Transient Rooms: _____ 4b. # of Permanent Rooms: _____ 4c. # of Keys: _____

4d. Occupancy Rate for 2017: _____ 4e. RevPAR for 2017 _____ 4f. Average Daily Rate for 2019 _____

SECTION K - INCOME. Do not list any negative figures.

	Income(\$ per year)
1. Departmental	
a. Rooms	
c. Telecommunications	
d. Conferences and Exhibits	
e. Parking	
f. Other Department	
2. Total Departmental Income	
3. Rental Tenants	
a. Apartments, including Permanent Tenants	
b. Stores	
c. Restaurants	
d. Offices	

PART IV: Additional Information

SECTION N - Enclosed Attachments

- Appraisal
- Rent Roll
- Leases
- Photographs
- Income and Expense Statements
 - 2018
 - 2017
 - 2016
 - 2015
- Star report

- Utility Bill
- 1044 Schedule E
 - 2018
 - 2017
 - 2016
 - 2015
- Sale Contract
- Building Permit

Signature