

Instructions on How to Complete the Income-Expense Form

*****Note: This form should only be used for users with Microsoft Excel versions 2007 or 2010.*****

1. Click on “click here”

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 determines the fair market value by using reliable valuation methods, guidelines and resources. Three methods are considered when assessing commercial property, i.e. 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.

Appeals Process

By law (KRS 133.120), property owners (or their authorized representative) have the right to appeal their assessment each year during the annual open inspection period. 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. Provided, however, 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 online appeal. A list of qualifications approved by the department can be found [here](#).

Your online appeal must include documentation that supports your opinion of value. Examples of supporting documentation are:

- Characteristics of land and/or improvements that may directly impact the market value of your property.
 - Floodplain, environmental contamination, deed restrictions, easements, etc.
- Real estate listings and/or purchase contracts entered into within the last two years of the current assessment date.
- Real Property insurance documentation.
- Recent property appraisals (within the last four years of the current assessment date).
- Income and expense statements for the last three complete years for non-owner occupied commercial and investment property. If appealing using income-expense information, the provided income-expense forms **MUST** be completed and uploaded for a valid appeal. Users of Microsoft Excel 2007 or 2010 [click here](#) to download the income-expense form. A tutorial on how to complete the form can be found here. All other Microsoft Excel versions, [click here](#) to download the income-expense form.
- Recent Sales (not assessments) of similar properties (typically, sales should be within the last 2 years of the current assessment date) ([Download Sale Comparison Form](#))*.
- Construction costs if pertaining to new construction.
- Photographs of the property.

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	Click to Select		
	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			

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 ⏩

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
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 spreadsheet titled 'Income_Expense_Form Model.xlsx' with various data entry fields and a table of financial metrics.

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 Data:

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
Average Market Rental Rate	\$5.00				
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
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

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](#)