

# Rental Property Survey

By providing the following requested information, you will be assisting the appraisal district in performing a more accurate appraisal of your commercial property.

This data will enable the appraiser to consider current economic conditions that may have an impact on the market value of your property.

Without this information, the district will only be able to determine your property value by replacement cost new less depreciation (RCNLD) and real estate market analysis.

**All information received in this report is considered confidential and is not available for public inspection.**

## Step 1 Owner Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email: \_\_\_\_\_

## Step 2 Property Identification

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email: \_\_\_\_\_

Please check all that apply:

- This property is 100% owner occupied. If you check this, go to Step 5 on page 4.
- This property is owner occupied and a portion is rented/leased.  
 Total square footage rented: \_\_\_\_\_ Rental rate: \_\_\_\_\_ per square foot per month.
- This property is 100% tenant occupied.  
 Total square footage rented: \_\_\_\_\_ Rental rate: \_\_\_\_\_ per square foot per month.
- Part of the property is vacant:  
 Total square footage rented: \_\_\_\_\_ Rental rate: \_\_\_\_\_ per square foot per month.
- Property is 100% vacant and not for lease. If you check this, go to Step 5 on page 4.

## Step 3 Income Data

Please complete each section that is applicable to your property.

### 3A - Mobile Home/RV Parks

Please complete this section if you have this type of property. Otherwise go to step 3B.

| Space Type             | Total Number of Spaces | Monthly Lot Rental (per space) | Seasonal Lot Rate (per space) | Number of Units Vacant on 1-1-2020 |
|------------------------|------------------------|--------------------------------|-------------------------------|------------------------------------|
| Mobile Home Lots       |                        |                                |                               |                                    |
| Mobile Home Lot & Unit |                        |                                |                               |                                    |
| RV Lot                 |                        |                                |                               |                                    |
| RV Lot & Unit          |                        |                                |                               |                                    |

**3B - General Commercial Property-Retail Space**

Please complete this section if you have this type of property. Otherwise, go to Step 3C.

| Tenant Name | Rental Area<br>(Square Feet) | Lease Dates |    | Rental Amount |        | Months Vacant |
|-------------|------------------------------|-------------|----|---------------|--------|---------------|
|             |                              | From        | To | Asking        | Actual |               |
|             |                              |             |    |               |        |               |
|             |                              |             |    |               |        |               |
|             |                              |             |    |               |        |               |
|             |                              |             |    |               |        |               |
|             |                              |             |    |               |        |               |
|             |                              |             |    |               |        |               |

*(Attach additional pages if needed)*

Please include owner occupied portions and list total vacant leasable area in the above.

Total collection loss due to non-payment and vacancy: \$ \_\_\_\_\_

**3C – Office Space**

Please complete this section if you have this type of property. Otherwise, go to Step 3D.

| Tenant Name | Rental Area<br>(Square Feet) | Lease Dates |    | Rental Amount |        | Months Vacant |
|-------------|------------------------------|-------------|----|---------------|--------|---------------|
|             |                              | From        | To | Asking        | Actual |               |
|             |                              |             |    |               |        |               |
|             |                              |             |    |               |        |               |
|             |                              |             |    |               |        |               |
|             |                              |             |    |               |        |               |
|             |                              |             |    |               |        |               |
|             |                              |             |    |               |        |               |

*(Attach additional pages if needed)*

Please include owner occupied portions and list total vacant leasable area in the above.

Total collection loss due to non-payment and vacancy: \$ \_\_\_\_\_

**3D – Storage Units**

Please complete this section if you have this type of property. Otherwise, go to Step 3E.

| Unit Type<br>(Climate Controlled Or Non-Climate Controlled) | Unit Sizes | Total Units | Monthly Rent<br>(Average per unit) | Months Vacant<br>(Average per unit) |
|---|------------|-------------|------------------------------------|-------------------------------------|
|   |            |             |                                    |                                     |
|   |            |             |                                    |                                     |
|   |            |             |                                    |                                     |
|   |            |             |                                    |                                     |
|   |            |             |                                    |                                     |
|   |            |             |                                    |                                     |

**3E – Apartments and Other Multi-Family Dwellings**

Please complete this section if you have this type of property. Otherwise, go to Step 3F.

| Unit Type     | Total Units | Monthly Rent<br>(Average per unit) | Rent Concessions<br>(As of 01-01-2020) | Months Vacant<br>(Average per unit) |
|---------------|-------------|------------------------------------|--|-------------------------------------|
| Efficiency    |             |                                    |  |                                     |
| One Bedroom   |             |                                    |  |                                     |
| Two Bedroom   |             |                                    |  |                                     |
| Three Bedroom |             |                                    |  |                                     |
| Four Bedroom  |             |                                    |  |                                     |

Check here if property, or a portion, is Section 8 (HUD). List applicable number of units \_\_\_\_\_

| Other Rental Income                        | Amount |
|--|--------|
| Personal Services (laundry, vending, etc.) |        |
| Utility Reimbursements                     |        |
| Subsidy (government or other)              |        |
| Other (specify)                            |        |

**3F – Hotel/Motel**

Please complete this section if you have this type of property. Otherwise, go to Step 4.

| Room Type | Total Units | Daily Rates |              | Monthly Rates |              | Occupancy Rate |              |
|-----------|-------------|-------------|--------------|---------------|--------------|----------------|--------------|
|           |             | Seasonal    | Non-Seasonal | Seasonal      | Non-Seasonal | Seasonal       | Non-Seasonal |
|           |             |             |              |               |              |                |              |
|           |             |             |              |               |              |                |              |
|           |             |             |              |               |              |                |              |
|           |             |             |              |               |              |                |              |
|           |             |             |              |               |              |                |              |
|           |             |             |              |               |              |                |              |

**Step 4 Operating Expense Data**

Include any information below regarding the expenses you typically incur. Attach additional pages if needed.

| Expense Data  | Amount |
|---|--------|
| Real Estate Taxes   |        |
| Insurance   |        |
| Utilities   |        |
| Management  |        |
| Payroll   |        |
| Administration (advertising, promotions, professional fees, etc.)                                   |        |
| Maintenance and Repairs   |        |
| Services (grounds, swimming pool, etc.)   |        |
| Supplies  |        |
| Reserves for Replacement  |        |
| Other (Specify*)  |        |
| <b>* Do not include debt service, interest, depreciation, amortization or capital expenditures.</b> |        |

## Step 5 Signature

Please sign and date below before returning the completed form to:

Waller County Appraisal District  
PO Box 887  
Hempstead, TX 77445

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Signature

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Title

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Date