

# WALLER COUNTY APPRAISAL DISTRICT

900 13<sup>TH</sup> STREET  
PO BOX 887  
HEMPSTEAD, TEXAS 77445  
(979)921-0060  
(979)921-0377(FAX)  
[www.waller-cad.org](http://www.waller-cad.org)

Property Owner:

Attached is a worksheet which we are requesting to be completed concerning the above referenced account.

We will be using this information for our modelling purposes to have accurate appraisals on income producing properties. ALL INFORMATION RECEIVED WILL BE HELD CONFIDENTIALLY.

Additional information can be found on our website: [www.waller-cad.org](http://www.waller-cad.org). If you have any questions, please contact Matt Schiel at [matts@waller-cad.org](mailto:matts@waller-cad.org) or (979)921-0060 ext 423.

Becky Gurrola  
Chief Appraiser  
Waller County Appraisal District

PO BOX 887 900 13<sup>TH</sup> ST HEMPSTEAD, TEXAS 77445  
(979)921-0060 (voice) (979)921-0377 (fax)  
www.waller-cad.org

# 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: Provide the Name and Mailing Address of Property Owner

Phone (area code and number) \_\_\_\_\_

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

## Step 2: Describe the Property

Give legal description, abstract numbers, field numbers or plat numbers. You may attach last year's tax statement, notice of appraised value or other correspondence identifying the property rather than completing this section.

Prop ID: \_\_\_\_\_

GEO ID: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Situs Address: \_\_\_\_\_

Please check all that apply:

This property is 100% owner occupied. If you check this, go to Step 5 on page 5.

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 5.

**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 (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 (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 (Climate Controlled Or Non-Climate Controlled)	Unit Sizes	Total Units	Monthly Rent (Average per unit)	Months Vacant (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 (Average per unit)	Rent Concessions (As of 01-01-2020)	Months Vacant (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 & Affirmation**

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

Waller County Appraisal District  
PO Box 887  
Hempstead, TX 77445

By signing this application, you certify that the information provided in this application is true and correct to the best of your knowledge and belief.

Authorized Signature: <b>SIGN HERE</b>	Date:
Printed Name:	Phone Number:

**If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.**