



**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 \_\_\_\_\_;

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)**

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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		

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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)	
<b>PART III: INCOME &amp; EXPENSE STATEMENT FOR HOTELS ONLY</b>	
<b>SECTION J – REPORTING PERIOD</b>	
1. The income and expense statement is for a: <input type="checkbox"/> Calendar Year <input type="checkbox"/> Fiscal Year <input type="checkbox"/> 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 _____	
<b>SECTION K - INCOME. Do not list any negative figures.</b>	
	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	

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Real Property Income and expense worksheet

e. Others	
<b>4. Total Rental tenants</b>	
5. Signage/Billboard	
6. Cell Towers	
7. Other (describe): a) _____ b) _____ c) _____	
<b>8. Total Income</b>	

**SECTION L - EXPENSES. Do not list any negative figures.**

	Income(\$ per year)
<b>1. Operating</b>	
a. Rooms	
b. Food and Beverage	
c. Telecommunications	
d. Other Departments (describe):	
<b>2. Total Departmental Expenses</b>	
<b>3. Undistributed Operating</b>	
a. Administrative and General	
b. Marketing	
c. Management Fee	
d. Franchise Fee	
e. Energy	
f. Property Maintenance	
g. Insurance	
h. Other Operating (describe): a) _____ b) _____ c) _____ .	
<b>4. Total Undistributed operating Expenses</b>	
<b>5. Total operating</b>	
6. Financial and Other (describe):	
<b>7. Total Expenses</b>	

**SECTION M - FURNITURE, FIXTURES AND EQUIPMENT. DO NOT LIST ANY NEGATIVE FIGURES.**

	Income(\$ per year)
1. Net Operating Income	
2. Net Income	
<b>3. Furniture, Fixtures and Equipment (FF &amp; E) Used in Hotel Operations</b>	
a. Is there a reserve for FF & E ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Contribution to reserve in reporting year	
c. Cost of items purchased in reporting year	
d. Book cost of all FF & E at year end	
e. Depreciation of FF & E for reporting year	
f. Book cost less accumulated depreciation	

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**PART IV: Additional Information**

**SECTION N - Enclosed Attachments**

- |   |   |
|---|---|
| <input type="checkbox"/> Appraisal<br><input type="checkbox"/> Rent Roll<br><input type="checkbox"/> Leases<br><input type="checkbox"/> Photographs<br><input type="checkbox"/> Income and Expense Statements<br><input type="checkbox"/> 2018<br><input type="checkbox"/> 2017<br><input type="checkbox"/> 2016<br><input type="checkbox"/> 2015<br><input type="checkbox"/> Star report | <input type="checkbox"/> Utility Bill<br><input type="checkbox"/> 1044 Schedule E<br><input type="checkbox"/> 2018<br><input type="checkbox"/> 2017<br><input type="checkbox"/> 2016<br><input type="checkbox"/> 2015<br><input type="checkbox"/> Sale Contract<br><input type="checkbox"/> Building Permit |
|---|---|

By entering his or her name in the signature box and filing this form with the Cook County Assessor, the filer of the form certifies and attests to the accuracy of all of the information provided in the form, either from personal knowledge or from knowledge derived from others whom the filer has ascertained do have personal knowledge of the information provided in the form. Additionally, the filer certifies that he or she has reviewed all of the information provided and certifies that, in his or her individual and professional experience, the information provided is consistent with the facts of the leasing and rental of the real estate in question. The filer acknowledges that the filing of false or fraudulent information with the Assessor's office with the intent to defeat or evade the law in relation to the assessment of property is a Class A misdemeanor under section 25-40 of the Property Tax Code, 35 ILCS 200/25-40.

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Signature

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