

RP1E-2015-U

UTILITY PROPERTY (REUC) INCOME AND EXPENSE 2015

Utility-Related Equipment Reporting Instructions



REUC-2015-U

Revised 04.01.2016

nyc.gov/rpie



2015 UTILITY PROPERTY (REUC) INCOME AND EXPENSE Including Utility-Related Equipment Reporting Instructions

GENERAL INFORMATION

Owners of income-producing properties with an actual assessed value of more than \$40,000 are required to file Real Property Income and Expense statements ("RPIE") with the Department of Finance ("Finance") annually, unless the properties are specifically excluded by law from the filing requirements. Owners of power plants, generators, telecommunication lines and other utility-type equipment are required to file RPIE statements, regardless of owner occupancy. This includes the use and cost of all such property owned, retired and added to inventory in the City of New York at the end of the reporting year.

IMPORTANT FILING INFORMATION

- **Deadline** for submission for all RPIE filings is June 1, 2016.
- All filers are legally required to file electronically

CUSTOMER ASSISTANCE

If you have any questions not covered in the Utility Property (REUC) Income and Expense filing Instructions or on the Finance web site, please email Finance at reuc@finance.nyc.gov.

FILING HIGHLIGHTS

- **YOU CAN FILE FOR ALL YOUR REUC PROPERTY IN ONE FILING**
There is no need to file separate RPIE statements by each lot or each borough. We've structured the REUC RPIE-2015 filing so that you can enter all of the information into one filing per billing entity.
- **STARTING YOUR FILING**
Choose the "RPIE for REUC" filing option at nyc.gov/rpie and then enter ONE of the billing (pseudo) BBLs you own. In Section D-F, you will be asked to complete a Structures and Equipment spreadsheet that is pre-populated with all the REUC properties you own.
- **USING THE STRUCTURES AND EQUIPMENT SPREADSHEET**
You will need to download, complete and then upload the Structures and Equipment spreadsheet to your RPIE filing. The spreadsheet is provided in a .csv format, but can be completed in any spreadsheet format. Please note that it must be converted to Excel before being uploaded for filing.
- **COMPLETE FILING**
You must submit a complete Structures and Equipment spreadsheet for all your REUC property. Do not delete, add or move columns or submit another report in lieu of the Structures and Equipment spreadsheet. Be sure to report all costs and information requested. Incomplete filing may be deemed non-compliant.
- **CHANGES IN OWNERSHIP**
 - New property: Add lines to the Structures and Equipment spreadsheet for any new property.
 - Sold property: If you do not own an REUC property listed on your Structures and Equipment spreadsheet, please let us know at reuc@finance.nyc.gov.

ACCESSING THE RPIE FOR REUC APPLICATION

1. Access the RPIE application at nyc.gov/rpie.
2. Click on the "RPIE for REUC (2015)" link.
3. You will then be asked to enter one billing (pseudo) borough/block/lot identifier to start the filing. This billing BBL appears on your Finance Property Tax Bill and your Notice of Property Value (NOPV). You can also use the link provided to look up billing BBLs affiliated with REUC idents. The filing process starts with the identification of one billing BBL. If you are required to file for additional billing BBLs under the same entity name and EIN, you can do so with one submission.
4. After entering the billing BBL, you will be asked to choose an action (create, continue or amend a filing, etc.) and to create or enter a password for the filing. To enter a new password, highlight the password field and enter a unique password. Please note and retain this password, as you will need it if you wish to amend a filing or complete a previously started filing.

CHECK YOUR MAILING ADDRESS: All owners must maintain a current mailing address for each property with the NYC Department of Finance. To check your mailing address for this property, look at the latest Property Tax Bill. Mailing addresses can be updated online at <http://nyc.gov/changemailingaddress> or by calling 311.

SECTION A – OWNER INFORMATION

- 1a.** Enter the business (doing business as) name of the Owner.
- b./c.** Enter each listed owner’s Employer Identification Number (EIN) or Social Security Number (SSN).
The Federal Privacy Act of 1974, as amended, requires agencies requesting Social Security Numbers to inform individuals from whom they seek this information as to whether compliance with the request is voluntary or mandatory, the legal authority to request the information, and how the information will be used. Owners must provide their Social Security Number on this form under the authority of section 11-102.1 of the Administrative Code of the City of New York. The disclosure of Social Security Numbers for tenants is voluntary. Social Security Numbers are required to facilitate the processing of real property income and expense data for tax administration purposes. The Social Security Numbers may be further disclosed to other departments or agencies, or to persons employed by such departments or agencies, only for tax administration purposes, or as otherwise provided by law or judicial order.
- 1d.** Enter additional owner’s name, if relevant.
- 2a.** Enter the name of the person filing the RPIE. The filer may be an owner, owner representative, lessee or lessee representative who is authorized to provide this information and has knowledge of such information.
- b./c.** Enter the filer’s Employer Identification Number (EIN) or Social Security Number (SSN).
- d.** Use the dropdown box to select the filer’s relationship to the property.

SECTION B – CONTACT INFORMATION

Provide contact information for the person who can respond to questions about this filing. A valid email address must be entered for the contact person in order for the filing to be accepted. A confirmation email will be sent to this address upon completion of the RPIE filing. Additional emails can be entered before the filing is electronically signed and submitted in order to receive additional confirmation emails.

SECTION C – REPORTING PERIOD

- 1.** Indicate the reporting period reflected in Structures and Equipment inventory report:
- Calendar Year
 - Fiscal Year
 - Partial Year
- 2.** Indicate the reporting period by entering the months and years covered. Calendar year reporting for RPIE 2015 should cover January 2015 to December 2015.

SECTION D-F – STRUCTURES AND EQUIPMENT SPREADSHEET

You are required to report on all utility structure and equipment for all the billing (pseudo) BBLs owned by your entity during the reporting period. To facilitate reporting, all required filers will see a file link to a

provider-specific spreadsheet (.csv format) that will help you identify and report on the information needed.

Please Note:

1. You need to download the spreadsheet and save it to your computer. The file is in a .csv format, but can be saved as any spreadsheet format to your own computer.
2. Once you have completed the spreadsheet and are ready to upload to the RPIE application, **you must save and submit the completed spreadsheet as an Excel file.**
3. Do not add or delete columns from the spreadsheet. Do not submit another form in lieu of the spreadsheet.
4. The spreadsheet is pre-populated with the inventory we have tied to the reporting entity. Update what is pre-populated, as needed. Add new lines to the spreadsheet to include new (not previously reported) utility structures and pieces of equipment at each location.
5. Each separate account should have a line in the spreadsheet reflecting a unique structure or piece of equipment.
6. In some cases, original cost and opening balances are also prepopulated. These should not be changed or replaced by the filer.
7. Utility assessment relies heavily on cost-based reporting. Be certain to report the cost of items requested. Substantially complete and accurate reporting is required under the law governing RPIE

SECTION D – STRUCTURES AND EQUIPMENT REPORTING:

Complete one line for each assessable structure or piece of equipment for each company account you own.

Vendor number (Column A). This is an internal Finance indicator and should be ignored.

1. **Borough (Column B).** Provide the borough indicated on the property tax bill:
 - 1 - Manhattan
 - 2 - Bronx
 - 3 - Brooklyn/Kings
 - 4 - Queens
 - 5 - Staten Island
2. **Block (Column C).** This may be pre-populated or supplied by the filer.
3. **Lot (Column D).** This may be pre-populated or supplied by the filer.
4. **Ident number (Column E).** This is a Finance-specific identifier that is listed on the property tax bill. For new equipment reporting where the ident is unknown, please leave blank.
5. **Sub-Ident number (Column F).** May be pre-populated. Not all lines will have a sub-ident number. Please leave blank if unknown.
6. **Address (Column G).** Provide the property address (number and street) for each structure or piece of equipment.
7. **ZIP (Column H).** Provide the ZIP code where the equipment is located.
8. **EIN (Column I).** Please provide the Employer Identification Number for the owner on each line. This will help Finance accurately identify ownership, especially in cases where ownership is split amongst subsidiaries.

9. **DOF Account number (Column J).** This is the Finance identifier for the line and this number may be prepopulated. Please do not modify.
10. **Inventory type (Column K).** Provide a one character indicator:
 C = Cell Site
 G = Backup Generator
 O = Other Equipment Reported

IMPORTANT: Based on the inventory type, please complete only the additional columns required for that type:

Other Equipment Reported: Columns L through S (1. Company Account # through 8. Calculated Closing Balance)

Cell Site: Columns T through AJ (1. Cell Site ID through 9. Cell Site Generator Removed?)

Backup Generator: Columns AK through AW (1. Emergency Backup Generator Brand through 11. Emergency Backup Generator Removed?)

OTHER EQUIPMENT REPORTING (COLUMNS L through S)

1. **Company Account number (Column L).** Populate this column with your internal identification number for the REUC equipment.
2. **Other Equipment Description (Column M).** Describe each item associated with each Account Number and Inventory Type. Use descriptive words like pipeline, power plant, electrical transformer, structure, equipment, vacant land, etc.
3. **Year Installed (Column N).** Provide the year of installation. This may also reflect the vintage year for a particular piece of equipment.
4. **Opening Balance (Column O).** The cost in dollars of each item of inventory at the beginning of the reporting period.
5. **Additions (Column P).** Provide the total dollar amount of all inventory/ components placed into service during the reporting period for each item.
6. **Retirements (Column Q).** Provide the total dollar amount of all inventory/ components removed from service during the reporting period for each item.
7. **Adjustments (Column R).** Provide the total dollar amount of all inventory adjustments made to each item that were not additions or retirements as defined above. For example, the transfer of equipment/inventory between facilities. Negative adjustments should be reported in parentheses.
8. **Closing Balance (Column S).** Finance will calculate the closing balance after submission using this formula: $\text{Opening Balance} + \text{Additions} + \text{Adjustments} - \text{Retirements} = \text{Closing Balance}$. You can use this column if you wish to calculate this figure to check your own reporting. You can also leave this column blank, if you prefer.

CELL SITE REPORTING (COLUMNS T through AJ)

1. **Cell Site ID (Column T).** Your internal identification number.
2. **Cell Site Type (Column U).** Provide one of the following indicators:
 I = Interior room

M = Monopole
 P = Prefabricated shelter
 O = Other
 S = Steel structure
 SA=Steel structure with awning

3. Cell Site Installation Year (Column V). Provide the year of cell site installation.

Cost:

4a. Original Cost (Column W). This total should include the purchase price for all of the equipment and associated materials for the cell site, including cable length (feet), antenna mounts, etc.

4b. Installation Cost (Column X). This total should include the labor and other installation costs for the cell site.

4c. Calculated Total Cost (Column Y). This column will be calculated by Finance after submission. Leave this column blank. Please note that 4a and 4b should always be completed.

5. Cell Site Decommissioned? (Column Z). Indicate whether the cell site was decommissioned in the reporting period. Populate column with Y or N.

6. Number of Antenna Mounts (Column AA).

7. Cable length (Column AB). Provide the total cable length (feet).

Cell Site Generator:

8a. Cell Site Generator Installed (Column AC). Indicate whether a dedicated generator has been installed for the cell site, using these values:

G = Generator only installed
 B = Back-up battery installed
 All = Both generator AND back-up battery installed
 None = neither generator nor back-up battery installed

8b. Cell Site Generator Brand (Column AD). This is the commercial brand name of the cell site generator.

8c. Cell Site Generator Power Rating (Column AE). Provide the power output of the cell site generator in kilowatts.

8d. Cell Site Generator Installation Year (Column AF). Provide the year of cell site generator installation.

Cost:

8e. Original Cost (Column AG). This total should include the purchase price for all of the equipment and associated materials for the cell site generator.

8f. Installation Cost (Column AH). This total should include the labor and all other installation costs for the cell site generator.

8g. Calculated Total Cost (Column AI). This column will be calculated by Finance after submission. If you want to check your own entries, add original cost and installation cost. Otherwise, leave this column blank. Please note that 8e and 8f should always be completed.

9. Cell Site Generator Removed? (Column AJ). Indicate whether the cell site generator was removed in the reporting period. Populate column with Y or N.

BACKUP GENERATOR REPORTING (COLUMNS AK through AW)

1. **Brand (Column AK).** Provide the commercial brand name of the backup generator.
2. **Power rating (Column AL).** Provide the power output of the backup generator in kilowatts.
3. **Model number (Column AM).** Provide the manufacturer's model number of the backup generator.
4. **Serial number (Column AN).** List the manufacturer's serial number of the backup generator.
5. **Installation year (Column AO).** Provide the year of the backup generator installation.

Cost:

- 6a. **Original Cost (Column AP).** This total should include the purchase price for all of the equipment and associated materials for the backup generator.
- 6b. **Installation Cost (Column AQ).** This total should include the labor and other installation costs for the backup generator.
- 6c. **Calculated Total Cost (Column AR).** This column will be calculated by Finance after submission. Leave this column blank. Please note that 6a and 6b should always be completed.
7. **Backup Generator Has Uninterrupted Power Supply (UPS)? (Column AS).** Y or N.
8. **Uninterrupted Power Supply Cost (Column AT).**
Indicate the total cost of the UPS equipment plus the total cost of installation.
9. **Backup Generator Has Dedicated Fuel Tank? (Column AU).** Y-indicates dedicated fuel tank; N-indicates a shared fuel tank.
10. **Backup Generator Enclosed within a Prefabricated Shelter? (Column AV).** Y or N.
11. **Backup Generator Removed? (Column AW).** Indicate whether the backup generator was removed in the reporting period. Populate column with Y or N.

SECTION G – WORK IN PROGRESS DURING 2015.

- 1a. **Work in Progress during 2015.** Separately provide the dollar amount of all projects in construction during calendar year 2015 which were started after January 5, 2015. An Ident or Sub-Ident Number is not required for projects listed in this section. The submission of information for this section remains voluntary.
- 1b. For the dollar amount(s) listed in item 1a. provide the approximate percentage of completion for each project as of the date of submission.
- 1c. Provide the anticipated completion date (month and year) of each project listed in item 1a.

SECTION H – INCOME FROM BUSINESS

1. **Sale of Utility Services.** Gross dollar amount received from the sale of utilities and services such as electricity, gas, steam, water and air conditioning.
2. **Sale of Other Related Services.** Gross dollar amount received from the sale of other services, contractual/maintenance services, consultation fees and related activities.
3. **Signage/Billboard.** Amount received from renting any signage or billboard space anywhere on the property.

4. **Cell Towers.** Amount received from placing cell tower or antenna equipment anywhere on the property.
5. **Government Income Subsidies.** Portion of income that comes from direct government subsidies.

SECTION I – RELATED OPERATING EXPENSES

1. **Fuel:** The cost of fuel oil, gas or steam incurred in the course of business.
2. **Light and Power:** The cost of electricity incurred in the course of business.
3. **Cleaning Contracts:** Include the cost of contracts with cleaning-service companies or individual cleaners.
4. **Wages and Payroll:** Include all wages, related payroll taxes and employee benefits for direct employees.
5. **Repairs and Maintenance:** Amounts paid or incurred for contracts with maintenance companies. Include any amounts that were paid for routine repair services and for material or parts used for repairs. Do not include reserves for replacements.
6. **Management and Administration:** Include office expenses and legal/accounting services related to the operation of the business.
7. **Insurance (annual):** Annual charges for fire, liability, and other insurance premiums paid. Prorate multiyear premiums on order to calculate an average annual expense.
8. **Water & Sewer:** Amount paid for water and sewer usage.
9. **Advertising:** Amount paid or incurred for advertising services.
10. **Miscellaneous** (detail miscellaneous expenses as illustrated on page 7 through 10)
 - a. _____
 - b. _____
 - c. _____
 - d. _____
11. **Total Expenses**
12. **Real Estate, bad debt, depreciation and mortgage interest.** These should not be included as part of total expenses.

Comments: Please use this section for any notes you wish to convey to the Department of Finance.

Additional email addresses: Use this section to add any emails you wish to receive an automated email upon submission of the RPIE.

Sign and Submit: To successfully submit your RPIE filing you must certify the information by clicking "Sign and Submit". **If you do not complete this step you will not be in compliance with the RPIE filing requirement.**

The following are items often categorized incorrectly as Miscellaneous Expenses. Please use this as a reference to correctly categorize these expenses.

MISCELLANEOUS EXPENSE CATEGORIES CHART			
Types of Expenses	Correct Category	Types of Expenses	Correct Category
Advertising related to specific property rentals Newspaper ads NYC illuminated sign charge Promotional ads Television ads	Advertising	A/C repairs or upkeep Air conditioning repairs or upkeep Alarm system maintenance Appliance repairs Asbestos maintenance Asphalt repair Boiler repairs Building repairs Burglar and fire alarm system maintenance Carpenters Chemicals for cleaning Cleaning Service Cleaning Supplies Electrical system repairs Electricians Elevator repairs Emergency repair service Equipment rental Exterior painting Exterminator/Pest Control Gardening Gas service General maintenance and repairs Glaziers Graffiti removal Hall maintenance Hardware HVAC Insecticide Intercom repairs Iron work Janitorial Services Janitorial Supplies Landscaping Lawn Lobby Maintenance Locksmiths Masonry Outside labor Parking lot repairs	Repairs and Maintenance
Cleaning service contract	Cleaning Contracts		
Con Ed steam Gas for heating Oil	Fuel		
Boiler explosion premium Fire premium Liability premium Rent fidelity bonds premium Theft premium	Insurance		
Brushes Decorating Interior Painting Labor for interior decorating Paint Painting and Plastering Spackling Wallpaper	Interior Painting and Decorating		
Amortized leasing commissions Brokers' fees Consultants' fees Leasing agent's fees Leasing contracts Prorated leasing commissions	Leasing Commissions		
City and State utility tax Electricity Gas for cooking stove NYC and NYS utility tax	Light and Power		

Types of Expenses	Correct Category	Types of Expenses	Correct Category
Plastering Plumbers Plumbing repairs Pointing (\$500 or less) Pollution repairs Refrigeration repairs Roof repairs Safety devices Security Sidewalk repairs Smoke detectors Snow removal Sprinkler system maintenance Stairwell maintenance Supplies necessary for maintenance and repairs Swimming pool maintenance Tile repairs Waterproofing Welders Window cleaning Window guards	Repairs and Maintenance	Escalation billing service Eviction fees (except \$1000 and under) Food for watchdogs General office expense Inspections (boilers, elevator, fire, etc.) Interim Multiple Dwelling filing fee Keys Legal Fees Loft Board fees Management agent fees Management fees Marshall's fees Maximum base rent filing fee Membership fees Messenger (\$200 or less) Meter reading service (water meters, electric meters, etc.) Office expense Office Supplies Outside management Outside services (other than subcontracted labor) Permits Post Office Box fee Postage Professional Fees Protection Real Estate Publications and Journals Realty Advisory Board fees Rent collection fees Rent stabilization association fee Rubbish removal Scavenger service Security Guards Security Service Service charges Service contracts Settlement Small property owners association Stationery	Management and Administration
Accounting Fees Administrative fees ADT computer payroll service Association dues Auditing BID fees Bookkeeping fees Building registration fee Carting Certified mail Collection fees Computer processing Consultation fees Credit Card Fees Credit Check Data processing costs DHCR Monitoring Directory service Dispossess filing fees Dues Elevator service contract Environmental protection	Management and Administration		

Types of Expenses	Correct Category
Superintendent's telephone Tank registration Telecommunication Telephone Tenant relations Trash/Garbage/Rubbish removal Uniforms Uniforms (purchase and cleaning) Vault tax Water conditioning Water purification Water treatment service	<p style="text-align: center;">Management and Administration</p>
Disability welfare Employee benefits Federal unemployment insurance Federal, State and City withholding tax FICA social security tax Health insurance Hospitalization Major medical Management commissions New York State unemployment insurance Payroll Tax Pension Salaries (except directors & officers) State unemployment insurance Union dues Workmen's compensation	<p style="text-align: center;">Wages and Payroll</p>
Frontage Sewer charges or taxes Water charges or taxes	<p style="text-align: center;">Water and Sewer</p>

Below are **Ineligible Miscellaneous Expenses** and expenses that are **Eligible** to be included in the Expense portion of the RPIE.

Ineligible Miscellaneous Expenses		
Air rights Alterations Amortization (except leasing) Appliances Appraisal fee Architects fees Automobile expenses Bad debt Bank charges Blanket insurance policies Bond premium Building rent Business insurance Business organization expenses Cable service Capital improvements Car fare Certificate of occupancy costs Certiorari costs Christmas expenses Claims of any kind Closing costs Commercial rent tax Commitment costs Common charges Compactor Computer purchases Construction Consultation fee (other than that specified for management or leasing) Contributions Corporation expenses Corporation taxes Debt service Delivery expense Demolition Depreciation Drawing Dumpster Electrical survey	Engineer's fee Equipment purchase Estimate expenses (except real estate taxes) Financial charges or expenses Fines Franchise taxes Furniture General expense Gifts Ground rent Health club/gym Improvement loan In rem payments Income taxes Insulation Intercom Interest payments J51 exemption/abatement filing fee (421a filing fee) Janitor's apartment and/or utilities General expense Late charges Lawsuit settlement Lease cancellation costs Lease surrender Leasehold interest Lien Local law 5 or 10 filing fee Management training Merchants association dues Miscellaneous expense Mortgage Interest Negative (bracketed) amounts Occupancy tax Office rent Officers' salaries Organization expenses Parking Partners' salaries Penalties	Personal insurance Pointing - over \$500 Projected expenses Pro-rated expense of any kind (except leasing and insurance) Public phone charge Real estate abatement fees Real estate fees Real estate taxes Rebates Recovery charges Refunds Reimbursements of any type Renovations Rent Rent strike settlement Reserves for replacement Return of rent Safe deposit boxes Storage Superintendent's apartment and/or utilities Tenant buyout Tenant holdovers Tenant moving expense Tenant refund Tenant's refund Termination fee Title insurance Transportation Travel Unincorporated business tax Vacancy Vacancy and loss of rent Vacating expense Variance costs Violations Write off on leasing & renting Zoning fees Xmas expenses

Eligible Miscellaneous Expenses			
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Petty cash	Lease buy-out	Special assessments	Sundry
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