

RPIE - 2016

WORKSHEET

Real Property Income and Expense Worksheet and Instructions

**This is NOT the RPIE form.
This document is designed to assist you in completing all RPIE forms on our website.**



RPIE-WORKSHEET

Revised 03.22.2017

nyc.gov/rpie



2016 REAL PROPERTY INCOME AND EXPENSE WORKSHEET AND INSTRUCTIONS

FILING DEADLINE: JUNE 1, 2017

This is NOT the RPIE form. You MUST file all RPIE forms electronically. This form is to be used for worksheet purposes only.

GENERAL INFORMATION

Please note that this worksheet and instructions do not apply to the following specialty property types: hotels, adult care/nursing home facilities, gas stations, car washes, oil change facilities, self-storage, theatres or concert halls. These property types are covered in their own instructions that you can download from nyc.gov/rpie.

Owners of income-producing properties with an Actual Assessed Value of more than \$40,000 as stated on the 2017-2018 Tentative Assessment Roll are required to file Real Property Income and Expense statements ("RPIE") or a Claim of Exclusion annually with the Department of Finance ("DOF"). The department uses this and/or information from similar properties to estimate the market value of property for tax purposes.

Even if your income-producing property has an Actual Assessed Value of less than \$40,000, you may still want to provide information about your property electronically to assist us in providing a more accurate estimate of its market value.

RPIE EXCLUSIONS

How do you file a Claim of Exclusion?

To file a Claim of Exclusion, you must complete Section D of the RPIE-2016 form. Owners of real property who are not required to file income and expense information must submit a Claim of Exclusion each year.

Please note: If you own the property but have no knowledge of the income and expenses for the entire calendar or fiscal year, you must file a Claim of Exclusion.

Who does not have to file an RPIE or Claim of Exclusion? Owners with:

- Properties that have an Actual Assessed Value of \$40,000 or less.
- Residential properties containing 10 or fewer dwelling units.
- Tax class 1 or tax class 2 properties with six or fewer dwelling units and no more than one commercial unit.
- Special franchise properties.

IMPORTANT FILING INFORMATION

- **Online Filing Requirement** -- All filers are legally required to file electronically unless Finance grants a waiver. Filers who wish to request a waiver from the electronic filing should call 311 for an application or download the application from nyc.gov/rpie. The deadline for electronic waiver requests is **May 2, 2017**.
- **Deadline** -- The submission deadline for all RPIE filings is **June 1, 2017**.

CUSTOMER ASSISTANCE

Please call 311 or email Finance at rpie@finance.nyc.gov

PART I: OWNER AND PROPERTY INFORMATION

Please check your mailing address for accuracy. Owners are responsible for maintaining a current mailing address with Finance at all times. You can see the mailing address on file by looking at your latest Notice of Property Value or Property Tax bill. Changes to your address can be made online at <http://nyc.gov/changemailingaddress> or by calling 311.

SECTION A – OWNER/FILER INFORMATION

1a. Enter name(s) of up to two owners of the property.

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 the Department of Finance to inform you about 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.

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 or Social Security Number.

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 and receive the confirmation email once the RPIE is submitted. Additional email addresses for the confirmation email can be entered on the Certification page.

SECTION C – CONSOLIDATED LOTS

(To access, first check box in Section A for consolidated lots)

Consolidated lot filings apply to two or more properties that meet the following criteria:

- Operate as a single economic unit
- Be located in the same borough
- Share the same ownership
- Have the same Tax Class
- All must be hotels if one is a hotel
- Be located on contiguous lots*

* Contiguous lots are those that share either an edge or boundary, are neighboring, adjacent, or adjoining. This definition can include nearby lots within the same tax block or those separated by roads or paths.

Please note that consolidated lot filings are not available for the following specialty property types: adult care/nursing home facilities, gas stations, car washes, oil change facilities, self-storage, theatres or concert halls.

If your properties meet all the above criteria and you want to submit a consolidated filing, allocate the properties' income and expense using either square footage or number of units. **Select allocations by a percentage of income to each lot only if square feet or number of units is inappropriate for allocating your properties' income and expense.**

SECTION D - RPIE EXCLUSIONS

If you are identified as a required RPIE-2016 filer, you will need to complete an income and expense form or complete a claim of exclusion in Section D. If your property is income-producing and eligible to claim an RPIE exclusion, please identify one of the exclusions listed in the section below.

Exclusions include:

- a. Actual AV (Assessed Value) as shown on the Tentative Assessment Roll 2017-2018 is \$40,000 or less.
- b. The property is both exclusively residential and has 10 or fewer apartments, including both vacant and occupied units.
- c. The property has both of the following: six or fewer residential units and no more than one commercial unit. Your property must be in Tax Class 1 or Tax Class 2 and the unit count must include all units whether vacant or occupied. For example, if your property has five residential and two commercial units, you must file an RPIE because you have two commercial units.
- d. Residential cooperative apartment buildings with no more than 2,500 square feet of commercial space (not including garage space). To claim this exclusion you must still complete the RPIE-2016 (Parts I and IV). An RPIE is required for unsold sponsor-owned units if 10% or more of the units remain unsold.
- e. Individual residential units in a condominium building/development. For a residential condominium that has commercial space, professional space, and/or has 10% or more unsold sponsor-owned units, an RPIE must be filed for the commercial space, professional space or the unsold sponsor-owned units. An RPIE must also be filed for residential units that are rentals and not intended to be individually owned.
- f. If the property is rented exclusively to a person or entity related to the owner:
 - Business entities under common control
 - Fiduciaries and the beneficiaries for whom they act
 - Spouse, parents, children, siblings and parents in-law
 - Owner-controlled business entities
- g. The entire property is owner-occupied. This exclusion does not apply to owners of department stores of 10,000 square feet or more, hotels or motels (whether occupied in part or in their entirety), parking garages or lots, power plants and other utility-property, adult care/nursing home facilities, gas stations, car washes, oil change facilities, self-storage, theatres or concert halls.

- h. The property is owned by a not-for-profit organization, government entity or is otherwise fully exempt from property taxes and is not rented to any commercial, non-exempt tenants. If the property is rented to a commercial, non-exempt tenant, the filing requirement may be satisfied by the tenant or lessee filing an RPIE on behalf of the property.
- i. The property is vacant or uninhabitable and has no existing leases. If there are any existing leases, the owner must file the RPIE.
- j. “Vacant, non-income-producing land” applies to empty lots only.
- k. The owner has not operated the property and is does not know the income and expenses for the entire calendar or fiscal year of the reporting period.

If you claimed exclusion(s), but still want to file income and expense information with the Department of Finance, select “OK” at the pop-up message prompting you for a response on voluntary filing.

SECTION SF - Short Form

You have the option of completing a one-page short form or the standard form if your property has an Actual Assessed Value of \$250,000 or less and is not one of the following: hotels, adult care/nursing home facilities, gas stations, car washes, oil change facilities, self-storage, theatres or concert halls. If you are eligible to submit the short form, you will be prompted to choose the either the short or standard RPIE form once you complete the preliminary screens. The short form is a simpler reporting option for owners of properties with lower Assessed Values.

PROPERTY USE, VACANCY AND INCOME INFORMATION

1. Commercial Income:

Units: Enter the number of commercial units.

Owner/Owner-Related Occupancy Percentage: Enter the percentage of commercial square feet that the owner or other filer uses for his/her own business. Also, include any space occupied by persons or entities related to the owner or other filer, even if rent is charged.

Vacancy Percentage as of January 5, 2017: Indicate the percentage commercial space that was vacant (unoccupied and un-leased, generating no income) as of the taxable status date--January 5, 2017.

PLEASE NOTE: If the sum of total owner and/or owner-related occupancy and total vacancy exceeds 25%, please consider using the RPIE-2016 standard form to give more detail on these items.

Income (\$ per year): Total the following categories of income and report under Commercial Income:

- a. Commercial Rental Tenants: Amount received for the following categories: office, store, retail tenants, restaurants, offices and any other leased commercial areas. Exclude residential rent and rent from tenants related to the property owner.
- b. Sale of Utility Services: Gross amount received from the sale of utilities and services, such as electricity, gas, steam, water, air conditioning, and telecommunications. **Do not deduct the landlord’s costs**

- c. Sale of Other Services: Gross amount received for laundry, valet services, vending machines, etc.
- d. Operating Escalation Income: Any additional rent received above the base rent, as provided in the lease, for pass-throughs or increases in operating expenses, porters' wages, Consumer Price Index clauses, etc.
- e. Real Estate Tax Escalation: Any additional rent received above the base rent, as provided in the lease, for pass-throughs or increases in real estate taxes.
- f. Storage.
- g. Garage/parking.
- h. Factory.
- i. Warehouse.
- j. Other income: Any income generated by the property that has not been previously specified; typical examples include common area maintenance income or common area rental charges.
Do not include interest on bank accounts or tenants' deposits.

2. Residential Income:

Units: Enter the number of residential units.

Owner/Owner-Related Occupancy Percentage: Enter the percentage of residential units that the owner or other filer uses for his/her own residence. Also, include any space occupied by persons or entities related to the owner or other filer (such as the superintendent), even if rent is charged.

Vacancy percentage as of January 5, 2017: Indicate the percentage residential space that was vacant (unoccupied and un-leased, generating no income) as of the taxable status date — January 5, 2017.

PLEASE NOTE: If the sum of total owner and/or owner-related occupancy and total vacancy exceeds 25%, please consider using the RPIE-2016 standard form to give more detail on these items.

Income (\$ per year): Total the following categories of income and report under Residential Income:

- a. Residential Regulated Tenants: Amount received for regulated apartments. Regulated apartments are subject to rent control and/or rent stabilization. For more information, please contact the Rent Guidelines Board at www.nycrgb.org.
- b. Residential Unregulated Tenants: Amount received for unregulated apartments.
- c. Government Rent Subsidies: Portion of rent that comes from direct rent subsidies that are received, as well as any abatement of real estate taxes or carry-over amount that is received for the Senior Citizen Rent Increase Exemption (SCRIE), Federal Section 8 housing subsidies, and similar programs. Only the portion of rent that comes from government rent subsidies should be included in this calculation. **Do not double count any rent paid directly by the tenant.**

3. Cell Site Income:

Units: Enter the number of cell towers or antennae anywhere on the property.

Income: \$ Amount received for placing a cell tower or antenna anywhere on the property.

4. Signage/Billboard Income:

Units: Enter the number of rented signs or billboards anywhere on the property.

Income: Dollar amount received for renting any signs or billboards anywhere on the property

PROPERTY OPERATING EXPENSES

Use this section to report operating expenses for your property. Allowable expenses include those associated with providing services to tenants, property management and property administration. Enter the total expenses for 2016.

1. Utilities: Include total expenses for:

- a. Fuel: Total for fuel oil, gas or steam, including gas provided to tenants.
- b. Light and Power: Amount paid for electricity, including electricity provided to tenants. **Do not include electricity consumed by the owner or other filer(s) for personal or business use.**
- c. Water and Sewer: Amount paid or incurred for water and sewer frontage or usage.

2. Other: Include total expenses for:

- a. Cleaning Contracts: Include contracts with cleaning-service companies or individual cleaners.
- b. Wages and Payroll: Include all wages, related payroll taxes and employee benefits for building maintenance employees who work at the property. **Do not include salaries of employees who work in any off-site management office.**
- c. 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.**
- d. Management and Administration: Amount paid or incurred for contracts with a management company. Include office expenses and legal/accounting services related to the operation of the property.
- e. Insurance (annual): Annual charges for fire, liability, and other insurance premiums paid to protect the real property. Pro-rate multi-year premiums to calculate an average annual expense.
- f. Advertising: Amount paid or incurred for advertising space available for rent.
- g. Interior Painting and Decorating: Cost of contract services and materials for interior painting and interior decoration.
- h. Miscellaneous: The miscellaneous field should be reserved for petty cash, lease buy-out, special assessments and sundry.

Do not include real estate taxes, bad debt, depreciation or mortgage interest in Other expenses.

While these may be listed in this section, they are not eligible for valuing real estate for NYC property tax purposes. **Also do not include amortized leasing costs or amortized tenant improvement costs.** If you want to itemize these two costs, please use the RPIE-2016 standard form.

Total Expenses: Total expenses (the sum of lines 1 through 3).

SECTION E – PROPERTY USE AND VACANCY INFORMATION**1. Description:**

- a-c.** Units: Enter the number of residential units and the number of commercial units. The total number of units will be calculated for you.
 - d.** Number of Buildings: Where the property consists of more than one building (such as a condominium development, a parking garage complex, an apartment complex, or a shopping center), enter the total number of buildings that comprise the entire property for which this RPIE form is being filed.
 - e-f.** Outdoor/Indoor Parking Information: Enter the number of outdoor parking spaces and the number of indoor parking spaces.
 - g.** Year of Purchase: Provide the year the property was bought or leased, or, if the building was built for the current owner, list the date of construction. Not required if the property is a cooperative.
- 2.-13.** Percentage Vacant: Indicate the percentage of each type of space that was vacant (unoccupied and un-leased, generating no income) as of the taxable status date — January 5, 2017. Percentage vacant should be reported separately for each type of unit. Totals may exceed 100%. For example, if you identify four use types, each with a vacancy rate of 30%, the total will exceed 100%.

SECTION F - TO BE COMPLETED ONLY IF THE PROPERTY IS A COOPERATIVE OR CONDOMINIUM

For this section, information is required for unsold sponsor-owned units if 10% or more of the units remain unsold. Information in this section must be current as of the last day of the reporting period.

- 1.** List the number of occupied units that are unsold and still owned by the sponsor, cooperative or condominium and provide the annual income received.
- 2.** List the number of leased commercial units in the cooperative or condominium and the annual income received from these commercial units.
- 3.** List the number of commercial cooperative and/or condominium units that are owner-occupied.

NOTE: Do not include maintenance in SECTION F or SECTION J.

SECTION G – THIS SECTION IS NO LONGER USED

SECTION H - LEASE AND OCCUPANCY INFORMATION

If you are filing as property owner and you have multiple tenants with different lease agreements and all tenants do not pay triple net expenses, please do not fill out **SECTION H** and continue onto **SECTION J**.

- 1) Indicate if the tenant leases the entire property. Yes No
- 2) Indicate if the tenant pays utility expenses. Yes No
- 3) Indicate if the tenant pays maintenance and repair expenses. Yes No
- 4) Indicate if the tenant pays property tax for the space occupied. Yes No
- 5) Enter the amount of Annual Rent paid to the Property Owner. _____
- 6) Indicate if the net lessee or owner related party subleasing is any of the property.
 - a) If yes, list the number Square Footage. _____
 - b) If yes, list the Use of Space. _____
 - c) If yes, enter the Annual Rent. _____
- 7) Indicate if you are filing as ground lessor.
 - a) If yes, enter the Ground Lease Amount that you are receiving. _____
 A ground lease is a lease in which the right of use and occupancy of land is granted.
- 8) Owner Occupancy:
 - a) Indicate if any of this property owner-occupied or occupied by a related party? Yes No
 - b) If yes, for residential properties, list the number of units occupied by the owner, related party and/or superintendent: _____ units.
 - c) If yes, select the type(s) of owner-occupancy (all that apply – maximum of 5):
 - Residential. _____%
 - Office _____%
 - Retail _____%
 - Loft _____%
 - Factory _____%
 - Warehouse _____%
 - Storage _____%
 - Garage/Parking _____%
 - Other _____%

Owners who have not operated the property and are without knowledge of the income and expenses of the property for the entire calendar or fiscal year of the reporting period, are not required to complete PART II. You are required to complete a Claim of Exclusion for partial year information (Section D.k.) if this applies to your property.

PART II: INCOME AND EXPENSE STATEMENT

NOTE: In Sections J through L (II), report the property's actual income and expenses. **Do not list negative figures on the statement to reflect unrealized or potential income such as free rent, uncollected income or credits due.** Finance will disregard any negative figures included on the income and expense statement.

SECTION I - REPORTING PERIOD

1-2. Indicate whether the RPIE filing is for a calendar, fiscal or partial year, and enter the start and end dates of the reporting period.

SECTION J – INCOME FROM REAL ESTATE

For each applicable category of property and income, enter the number of units and annual income in the columns provided. Regulated apartments are subject to rent control and/or rent stabilization. For more information, please contact the Rent Guidelines Board at www.nycrgb.org.

PLEASE NOTE: Do not include maintenance in SECTION F or SECTION J.

Number of Units: Number of rental units for each property type.

Income: Total rent received for tenant occupied space.

9. Owner-occupied or Owner-related Space: Number of units that the owner or other filer uses for his/her own residence or business. Also, include any space occupied by persons or entities related to the owner or other filer (such as the superintendent), even if rent is charged.

10. Ancillary Income:

- a.** Operating Escalation Income: Any additional rent received above the base rent, as provided in the lease, for pass-throughs or increases in operating expenses, porters' wages, Consumer Price Index clauses, etc.
- b.** Real Estate Tax Escalation: Any additional rent received above the base rent, as provided in the lease, for pass-throughs or increases in real estate taxes.
- c.** Sale of Utility Services: Gross amount received from the sale of utilities and services, such as electricity, gas, steam, water, air conditioning, and telecommunications. **Do not deduct the landlord's costs.**
- d.** Sale of Other Services: Gross amount received for laundry, valet services, vending machines, etc.
- e.** Government Rent Subsidies: Portion of rent that comes from direct rent subsidies that are received, as well as any abatement of real estate taxes or carry-over amount that is received for the Senior Citizen Rent Increase Exemption (SCRIE), Federal Section 8 housing subsidies, and similar programs. Only the portion of rent that comes from government rent subsidies should be included in this section; any portion of rent that is paid by the tenant should be listed in lines 1 a. or 1 b.
- f.** Signage/Billboard: Amount received from renting any signage or billboard space anywhere on the property.
- g.** Cell Towers: Amount received for placing a cell tower or antenna anywhere on the property.

11. Other: Any income generated by the property that has not been previously specified; typical examples include common area maintenance income or common area rental charges. Do not include interest on bank accounts or tenants' deposits. You must itemize the sources of this income.
12. Total Income from Real Estate: This line provides a calculation reflecting the sum of lines 1 through 11.

SECTION K - INCOME FROM BUSINESS

Complete this section only if the property is used to operate a business such as a theater, gas station, department store, garage, parking lot, power plant, self-storage warehouse or car wash.

For each source of income listed in questions 1-7c., enter the corresponding total income for the 2016 reporting period. Net Department Store Sales will be calculated on line 7d by subtracting 7b from 7a and adding 7c (i.e., $7a - 7b + 7c = 7d$).

Total all income from business will be calculated on line 8 using totals from lines 1 to 6 plus 7d (Net Department Store Sales).

SECTION L(I) - OPERATING EXPENSES

Use this section to report operating expenses for your property. Allowable expenses include those associated with providing services to tenants, property management and property administration.

Enter the total expenses for following items during 2016:

1. Fuel: Include fuel oil, gas or steam, including gas provided to tenants.
2. Light and Power: Include electricity, including electricity provided to tenants. **Do not include electricity consumed by the owner or other filer(s) for personal or business use.**
3. Cleaning Contracts: Include contracts with cleaning-service companies or individual cleaners.
4. Wages and Payroll: Include all wages, related payroll taxes and employee benefits for building maintenance employees who work at the property. **Do not include salaries of employees who work in any off-site management office.**
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: Amount paid or incurred for contracts with a management company. Include office expenses and legal/accounting services related to the operation of the property.
7. Insurance (annual): Annual charges for fire, liability, and other insurance premiums paid to protect the real property. Pro-rate multi-year premiums to calculate an average annual expense.
8. Water and Sewer: Amount paid or incurred for water and sewer frontage or usage.
9. Advertising: Amount paid or incurred for advertising space available for rent.
10. Interior Painting and Decorating: Cost of contract services and materials for interior painting and interior decoration.

11. **Amortized Leasing Costs:** Amounts for brokers' commissions. If the lease is for more than one year, the total broker's commission must be pro-rated to calculate the annual expense.
12. **Tenant Improvement Costs:** Amounts for tenant work done by the landlord. If the lease is for more than one year, the total tenant improvement costs must be pro-rated to calculate the annual expense.
13. **Miscellaneous:** The miscellaneous field should be reserved for expenses that can't be otherwise categorized, such as petty cash and sundry. Filers will be prevented from entering expense items that are ineligible. Please review the charts on pages 12 through 15 for a list of frequently mis-categorized expenses and corresponding expense categories.
14. **Total Expenses:** Total expenses (the sum of lines 1 through 13).
15. Expenses entered on this line will not be included in the calculation of Total Expenses in line 14. If you wish to include real estate taxes, bad debt, depreciation or mortgage interest, enter the total amount here.

SECTION L(II) - RESERVES FOR REPLACEMENT

The Department of Finance is conducting a study of building expenses paid for with replacement reserve funds. Replacement reserves are allowances that provide for the periodic replacement of building components that wear out more rapidly than the building itself and must be replaced during the building's economic life. We are asking RPIE filers with replacement reserves to complete Schedule L(II). The information collected will be used to help evaluate the Department of Finance's treatment of such expenses.

Currently, the Department of Finance does not allow replacement reserves additions or debits to be included as expenses in computing net operating income. The reported information will not be used in computing your net operating income for this RPIE reporting period.

PART IV – RPIE CERTIFICATION

The Department of Finance is not requiring a rent roll submission for RPIE-2016. If you wish to voluntarily submit a rent roll for RPIE-2016, click on the appropriate link.

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.

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

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

Reserve for Replacement Items

1. Air conditioning equipment and systems (roof-top)
2. Air conditioning units in existing sleeves replacement
3. Bathroom and kitchen exhaust fans
4. Bathroom cabinet/countertop/flooring replacement
5. Bathroom plumbing fixtures/controls/fittings replacement
6. Cooling plants (including cooling towers, piping and ductwork)
7. Decking replacement
8. Elevator upgrade/replacement
9. Emergency generators replacement/installation
10. Exterior door/storm door replacement/installation
11. Exterior painting/caulking/weatherproofing
12. Exterior siding replacement/installation
13. Gutter system replacement/installation
14. Hard-wired smoke detector system/carbon monoxide detector system
15. Heat/fire/smoke suppression systems
16. Heating equipment/controls replacement/installation
17. Heating plant components (boilers/furnaces, piping/ductwork and chimneys/flues) replacement/installation
18. Hot water heaters/controls replacement/installation
19. Kitchen appliance replacement
20. Kitchen cabinet/countertop/flooring replacement
21. Kitchen plumbing components/controls/fittings replacement
22. Laundry appliance replacement
23. Masonry re-pointing, minor brick replacement
24. Parking structure modification
25. Pool/tennis court/fitness center/playground replacement
26. Roof surface replacement/installation
27. Security systems replacement
28. Site grading and retaining wall replacement/installation
29. Site paving replacement/installation, including parking areas and sidewalks

SECTION D - RPIE EXCLUSIONS

I am not required to file a RPIE for this year because my property:

- a. has an **Actual Assessed Value of \$40,000 or less.**
- b. is **exclusively residential** with 10 or fewer apartments.
- c. is **primarily residential** with 6 or fewer apartments and no more than one commercial unit, and is in Tax Class 1 or Tax Class 2.
- d. is a **residential cooperative** apartment building with less than 2,500 square feet of commercial space (not including garage space).
- e. is an **individual residential condominium unit** that was sold and is not owned by the sponsor.
- f. is rented exclusively to a **related person or entity.**
- g. is **occupied exclusively by the owner** but is not a: department store with 10,000 or more gross square feet; hotel or motel; parking garage or lot; power plant; or theater.
- h. is owned and used exclusively by a fully exempt **not-for-profit organization or government entity** and generates no rental income.
- i. is **vacant or uninhabitable** and non-income-producing for the entire year.
- j. is **vacant, non-income-producing** land.
- k. The owner has not operated the property and is without knowledge of the income and expenses for the entire calendar or fiscal year of the reporting period

USE
AS
WORKSHEET
ONLY!
NOT
FOR
SUBMISSION

IF YOU CLAIMED AN EXCLUSION ABOVE, YOU MAY SKIP TO PART IV: RPIE CERTIFICATION.

SECTION SF - SHORT FORM (Optional form for non-hotel properties with an assessed value of \$250,000 or less)

PROPERTY USE, VACANCY & INCOME INFORMATION

	Total Number of Units	Owner/Owner-related Occupancy %	Vacancy % as of Jan 5, 2017	Income (\$ per year)
1. Commercial Income.....		%	%	\$
2. Residential Income.....		%	%	\$
3. Cell Site Income.....				\$
4. Signage/Billboard Income.....				\$
5. Total Income from Real Estate.				\$

PROPERTY OPERATING EXPENSES

	Expenses (\$ per year)
1. Utilities.....	
2. Other.....	
3. Total Expenses.....	
*Real Estate Taxes.....	
*Bad Debt.....	
*Depreciation.....	
*Mortgage Interest.....	

***NOTE:** Real estate taxes, bad debt, depreciation and mortgage interest should not be included when tallying Total Expenses. These expenses are not eligible for valuing real estate for NYC property tax purposes.

SECTION E - PROPERTY USE AND VACANCY INFORMATION

1. Description:

- a. Total # of Units: _____ b. # of Residential Units: _____ c. # of Commercial Units: _____
 d. # of Buildings: _____ e. # of Floors: _____ f. Year of Purchase: _____

For each use type, indicate the percentage of total square feet that was vacant (unoccupied, unleased or generating no income) as of January 5, 2017. Square feet occupied for any portion of January 5, 2016 may not be included.

	Percentage Vacant
2. Residential:	
3. Office:	
4. Retail Tenants:	
5. Loft:	
6. Factory:	
7. Warehouse:	
8. Storage:	
9. Garage/Parking:	
10. Other:	
11. Other:	
12. Other:	
13. Other:	

USE
AS
WORKSHEET
ONLY!
NOT
FOR
SUBMISSION

SECTION F - TO BE COMPLETED ONLY IF THE PROPERTY IS A COOPERATIVE OR CONDOMINIUM

	A. # of Units	B. Annual Income (\$)
1. Unsold Occupied Units:		
a. Regulated Apartments		
b. Unregulated Apartments		
2. Unsold Commercial Units that are Leased:		
3. Commercial Units Owned and Occupied by the Cooperative/Condominium Owner:		

Despite our due diligence in seeking rent roll information for sponsor-owned units, we have been unable to obtain such information from the sponsor.

SECTION H - LEASE AND OCCUPANCY INFORMATION

If you are filing as property owner and you have multiple tenants with different lease agreements and all tenants do not pay triple net expenses, please do not fill out **SECTION H** and continue onto **SECTION J**.

1. Does the tenant lease the entire property? Yes No
2. Does the tenant pay utility expenses? Yes No
3. Does the tenant pay maintenance and repair expenses? Yes No
4. Does the tenant pay property tax for the space occupied? Yes No
5. What is the Annual Rent paid to the Property Owner? _____
6. Is the net lessee or owner related party subleasing any of the property?
if YES, then please provide responses to questions 6a-c.
- a) **What is the Square Footage?** _____
- b) **What is the Use of Space?** _____
- c) **What is the Annual Rent?** _____
7. Are you filing as ground lessor?
if YES, then please respond to question 7a
- a) **What is the Ground Lease Amount that you are receiving?** _____
 A ground lease is a lease in which the right of use and occupancy of land is granted.
8. Owner Occupancy:
- a) Is any of this property owner-occupied or occupied by a related party? Yes No
- b) For residential properties, list the number of units occupied by the owner, related party and/or superintendent: _____ units.
- c) Select the type(s) of owner-occupancy (all that apply – maximum of 5):
- Residential _____%
- Office _____%
- Retail _____%
- Loft _____%
- Factory _____%
- Warehouse _____%
- Storage _____%
- Garage/Parking _____%
- Other _____%

END OF RPIE-2016 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

The submission deadline for all RPIE-filings is June 1, 2017.

PART II: INCOME AND EXPENSE STATEMENT (FOR ALL PROPERTIES EXCEPT HOTELS)

SECTION I - REPORTING PERIOD

1. The income and expense statement is for a: a. Calendar Year b. Fiscal Year c. Partial Year
2. Please indicate the period covered in this statement: From _____ - _____ To _____ - _____
MONTH YEAR MONTH YEAR

SECTION J - INCOME FROM REAL ESTATE. Do not list any negative figures.

	# of Units	Income (\$ per year)
1. a. Residential Regulated (If an amount is entered as Income, you must also enter the # of units).....		
b. Residential Unregulated (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 (not included in Regulated or Unregulated income listed above)		
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 K - INCOME FROM BUSINESS. Do not list any negative figures.

	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	

SECTION L(I) - PROPERTY OPERATING EXPENSES. Do not list any negative figures.

	Expenses (\$ 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. Water & Sewer.....	
9. Advertising.....	
10. Interior Painting and Decorating.....	
11. Amortized Leasing Costs (annualized, pro-rated cost).....	
12. Amortized Tenant Improvement Costs (annualized, pro-rated cost).....	
13. Miscellaneous Expenses: (not all deducted by Finance during valuation).....	
a. _____	
b. _____	
c. _____	
d. _____	
14. Total Expenses	
15. Real Estate Taxes, Bad Debt, Depreciation and Mortgage Interest (Optional - These expenses are not included when tallying Total Expenses).....	

USE AS WORKSHEET ONLY! NOT FOR SUBMISSION

PART III: INCOME & EXPENSE STATEMENT FOR HOTELS ONLY

SECTION M - REPORTING PERIOD

1. The income and expense statement is for a: a. Calendar Year b. Fiscal Year c. Partial Year

2. Please indicate the period covered in this statement: From _____ MONTH - _____ YEAR To _____ MONTH - _____ YEAR

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 2016: _____ 4e. RevPAR for 2016 _____ 4f. Average Daily Rate for 2016 _____

SECTION N - INCOME. Do not list any negative figures.

	Income (\$ per year)
1. Departmental	
a. Rooms.....	
b. Food and Beverage.....	
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.....	
e. Others.....	
4. Total Rental Tenants	
5. Signage/Billboard.....	
6. Cell Towers.....	
7. Other (describe): a) _____ b) _____ c) _____	
8. Total Income	

SECTION O - EXPENSES. Do not list any negative figures.

	Expenses (\$ per year)
1. Departmental	
a. Rooms.....	
b. Food and Beverage.....	
c. Telecommunications.....	
d. Other Departments (describe): _____	
2. Total Departmental Expenses	
3. Undistributed Operating	
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) _____	
4. Total Undistributed Operating Expenses	
5. Total Operating	
6. Financial and Other (describe): _____	
7. Total Expenses	

SECTION P - RECAPITULATION, FURNITURE, FIXTURES AND EQUIPMENT. Do not list any negative figures.

	Amount (\$ per year)
1. Recapitulation.....	
a. Net Departmental Income.....	
b. Net Operating Income.....	
c. Net Income.....	
2. Furniture, Fixtures and Equipment (FF & E) Used in Hotel Operations.....	
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.....	\$