

RPIE - 2017

WORKSHEET FOR HOTELS

Real Property Income and Expense Worksheet and Instructions for Hotels



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

RPIE-WORKSHEET



2017 REAL PROPERTY INCOME AND EXPENSE WORKSHEET AND INSTRUCTIONS FOR HOTELS

FILING DEADLINE: JUNE 1, 2018

This is NOT the Real Property Income and Expense (RPIE) form. You MUST file all RPIE forms electronically. This form is to be used for worksheet purposes only.

GENERAL INFORMATION

Owners of income-producing properties with an Actual Assessed Value of more than \$40,000 as stated on the 2018-2019 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 the market value.

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

RPIE EXCLUSIONS

How do you file a Claim of Exclusion?

To file a Claim of Exclusion, you must complete Section D of the RPIE-2017 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 the Department of 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, 2018**
- **Deadline** -- The submission deadline for all RPIE filings is **June 1, 2018**.

CUSTOMER ASSISTANCE

Please call 311 or email the Department of 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 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.

- 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. The properties must:

- Operate as a single economic unit
- Be located in the same borough.
- Share the same ownership
- Have the same Tax Class.
- All 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-2017 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 2018-2019 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 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-2017 (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 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 without knowledge of 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 - THIS OPTION IS NOT AVAILABLE FOR HOTELS

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. This information is 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, 2018. 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

- | | | |
|----|--|--|
| 1) | Indicate if the tenant leases the entire property. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2) | Indicate if the tenant pays utility expenses. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3) | Indicate if the tenant pays maintenance and repair expenses. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4) | Indicate if the tenant pays property tax for the space occupied. | <input type="checkbox"/> Yes <input type="checkbox"/> 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.

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 (FOR ALL PROPERTIES EXCEPT HOTELS)

NOT APPLICABLE FOR HOTELS

PART III: INCOME AND EXPENSE STATEMENT FOR HOTELS ONLY

This income and expense statement is for hotel and motel properties only.

NOTE: In Sections M through P, 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 M - 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.
3. Provide the name of the hotel or motel.
4. List the total number of rooms in the hotel. For example, a 2-room suite counts as 2 rooms.
 - a. List the number of rooms that are available to be rented out nightly.
 - b. List the number of rooms that have permanent or long-term tenants.
 - c. For number of keys, list the total number of hotel keys available. For example, a 2-room suite counts as 1 key.
 - d. Provide the average occupancy rate for the year.
 - e. RevPAR for 2017: Total Rooms revenue divided by number of available guest rooms.
 - f. Average Daily Rate for 2017: Total Rooms revenue divided by the total number of paid occupied rooms.

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

3. Rental Tenants: Amount received for each of the following categories: apartments (including permanent tenants), stores, restaurants, offices and any other leased areas. Exclude rent from tenants related to the property owner.
5. Signage/Billboard: Amount received from renting any signage or billboard space anywhere on the property.
6. Cell Towers: Amount received for placing a cell tower or antenna anywhere on the property.

SECTION O - Expenses

- 1a. Rooms: Salaries, wages and benefits for front desk/reservations personnel, housekeeping/laundry workers, bell/concierge personnel, linen, guest supplies, and travel agent commissions.

- 1b.** Food and Beverage: The cost of food and alcoholic beverages sold, salaries/wages and employee benefits, kitchen personnel, servers/cashiers, and related operating supplies.
- 1c.** Telecommunications: Payments to providers of internet, telephone and fax services for guests only. **Do not include the cost of telephone equipment rental.**
- 3a.** Administrative and General: Management and administration expenses including salaries/wages/payroll taxes and employee benefits, legal and accounting fees, office supplies, etc.
- 3b.** Marketing: Expenditures to promote and sell the hotel's services and enhance its image to the public.
- 3c.** Management Fee: Fee paid for managerial services and supervision of the property.
- 3d.** Franchise Fee: Fee paid to franchisors except fees for reservation services and/or systems.
- 3e.** Energy: Costs of electricity, fuel oil, gas or steam, water and sewer.
- 3f.** Property 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.**
- 3g.** Insurance: Annual charges for fire, liability, theft coverage and other insurance premiums paid to protect the real property. Pro-rate multi-year premiums to calculate an average annual expense.

SECTION P - RECAPITULATION, FURNITURE, FIXTURES AND EQUIPMENT.

- 2. Furniture, Fixtures and Equipment (FF & E):** Movable furniture, fixtures or other equipment that have no permanent connection to the structure of the building or utilities.

PART IV – RPIE CERTIFICATION

The Department of Finance is not requiring a rent roll submission for RPIE-2017. If you wish to voluntarily submit a rent roll for RPIE-2017, 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



RPIE-2017 CONFIDENTIAL

FILING DEADLINE: JUNE 1, 2018

REAL PROPERTY INCOME AND EXPENSE WORKSHEET

This is a worksheet, not the RPIE. You must file the RPIE electronically.

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 found http://nycprop.nyc.gov/nycproperty/nynav/jsp/selectbbl.jsp. Mailing addresses can be updated online at http://nyc.gov/changemailingaddress or by calling 311.

PART I: OWNER AND PROPERTY INFORMATION

PLEASE READ THE RPIE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

SECTION A - OWNER/FILER INFORMATION

1a. Owner's Name: _____
b. Owner's Employer Identification Number: [] OR []
c. Owner's Social Security Number: []
d. Additional Owner's Name: _____
e. Additional Owner's Employer Identification Number: [] OR []
f. Additional Owner's Social Security Number: []
2a. Name of Entity Filing (if different from the owner): _____
b. Filer's Employer Identification Number: [] OR []
c. Filer's Social Security Number: []
d. Entity's Relationship to the Property: [] Owner [] Lessee [] Owner Representative [] Lessee Representative

SECTION B - CONTACT INFORMATION

1. Contact Name: _____ 2. Firm Name: _____
3. Address: _____
City: _____ State: _____ Zip Code: _____
4. Telephone #: _____ 5. E-mail Address: _____

SECTION C - PROPERTY IDENTIFICATION

CONSOLIDATED LOTS

1. Please indicate all contiguous properties that have the same owner, are operated as one economic unit and are in the same borough.
2. Please select apportionment method: [] Percentage [] Building square feet [] # of units
Block: _____ Lot: _____ Block: _____ Lot: _____ Block: _____ Lot: _____
Block: _____ Lot: _____ Block: _____ Lot: _____ Block: _____ Lot: _____
3. [] Check here if this property is a hotel.
4. Condominiums filing for multiple lots, please indicate if this filing covers:
a. [] Entire Condominium from lot _____ to lot _____
b. [] All lots within a range from lot _____ to lot _____; from lot _____ to lot _____
from lot _____ to lot _____; from lot _____ to lot _____
from lot _____ to lot _____; from lot _____ to lot _____

Address of Property: _____
Borough: _____ Block: _____ Lot: _____

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

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, 2018. Square feet occupied for any portion of January 5, 2017 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 G - TO BE COMPLETED ONLY IF THE PROPERTY IS A THEATER

1. # of Theater Seats: _____

SECTION H - LEASE AND OCCUPANCY INFORMATION

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? _____

END OF RPIE-2017 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, 2018.

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

SECTION L(II) - RESERVES FOR REPLACEMENT. Do not list any negative figures.

Instructions: To be completed only if there is an annual monetary reserve for replacement. See Instructions page 16 for a list of eligible reserve items. Fill in the item number if listed. For items not listed describe the item in this section.

Total Reserve at Start of Reporting Period (\$): _____ **Total Reserve at End of Reporting Period (\$):** _____

Item Description	Reporting Period Expenses (\$)	Recovery Period (Years)
Other Items:		

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 _____ - _____ To _____ - _____
MONTH YEAR 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 2017: _____ 4e. RevPAR for 2017 _____ 4f. Average Daily Rate for 2017 _____

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.....	\$