



Section S- Storefront Registration

ENTER the number of ground-floor or second-floor storefronts you are registering from 0 – 200 _____
ENTER 0 if you have none to report AND STOP HERE

COPY THIS SECTION AS NEEDED IF YOU ARE REPORTING MORE THAN TWO STOREFRONTS
(up to a maximum of 200)

STOREFRONT 1 CONTACT INFORMATION
Check here if the contact information for the storefront is the same of as for the filing: []. Or, enter contact information below:
CONTACT NAME EMAIL ADDRESS
PRIMARY PHONE NUMBER ALTERNATE PHONE NUMBER
STOREFRONT 1 ADDRESS INFORMATION (If different than the property address)
STOREFRONT STREET NUMBER STOREFRONT STREET NAME
STOREFRONT 1 DESCRIPTION INFORMATION
ENTRANCE DESCRIPTION (Select One)
1. Ground-Floor Street [] 2. Ground-Floor Interior []
3. Second-Floor Street [] 4. Second-Floor Interior []
ENTER STOREFRONT'S TOTAL FLOOR SIZE IN SQUARE FEET: _____ (whole numbers)

STOREFRONT 2 CONTACT INFORMATION
Check here if the contact information for the storefront is the same of as for the filing: []. Or, enter contact information below:
CONTACT NAME EMAIL ADDRESS
PRIMARY PHONE NUMBER ALTERNATE PHONE NUMBER
STOREFRONT 2 ADDRESS INFORMATION (If different than the property address)
STOREFRONT STREET NUMBER STOREFRONT STREET NAME
STOREFRONT 2 DESCRIPTION INFORMATION
ENTRANCE DESCRIPTION (Select One)
1. Ground-Floor Street [] 2. Ground-Floor Interior []
3. Second-Floor Street [] 4. Second-Floor Interior []
ENTER STOREFRONT'S TOTAL FLOOR SIZE IN SQUARE FEET: _____ (whole numbers)

Instructions for Storefront Registration Worksheet for Tax Class 2 or 4

You can report up to 200 storefronts for your property and up to 24 occupancies for each storefront for the reporting period from January 1 through December 31 of the prior calendar year. For example, the reporting period for your Storefront Registration statement with RPIE-2020 is January 1, 2020 through December 31, 2020.

ENTERING STOREFRONTS

For each storefront, the following information is requested:

- **Contact Information:** Enter the name, email, and phone number(s) if the contact information for the storefront is different from the contact information provided for the RPIE filing.
- **Storefront Address:** Enter the street number and name if the storefront's mailing address is different from the property's address.
- **Entrance:** Choose the entrance type that describes how the public accesses the storefront.
- **Floor Size (Square Feet):** Enter the floor size in square feet using whole numbers. This includes pro-rata share of common areas.
- **Storefront Address:** Enter the address of the storefront if it is different from the building address. If you leave this blank, we will use the property address.

ENTERING OCCUPANTS

For each occupant, the following information is requested:

- **Occupant type**
- **Start and End Date for the occupant type:**
 1. **For owner,** the start date is the first day that the owner occupied the space and the end date is the last day the owner occupied the space and no later than the last day in the reporting period (e.g., 12/31/20).
 2. **For tenant,** enter the start and end dates shown in the lease. If the lease was renewed during the reporting period, only the end date needs to be updated.
 3. **For vacant,** the start date is the first day the space became vacant and the end date is the last day the unit was vacant and no later than the last day in the reporting period (e.g., 12/31/20).
- **AVG MONTHLY RENT PER SQ FT, WHEN OCCUPIED:**
 1. **For owner,** enter 0.
 2. **For tenant,** calculate average monthly rent per square foot as follows:
 - a. **Average monthly rent -** Calculate the average monthly rent by dividing the total amount that was charged for the premises during the reporting period (e.g., 1/1/2020 through 12/31/2020) by the number of months that the premises were leased in the reporting period. For example, if the tenant occupied the unit for the entire 12 months of 2020 and paid \$60,000 under the lease agreement, the average monthly rent amount would be \$5,000.
 - b. **Rentable square footage** is the total area expressed in square feet for the unit that the tenant occupies to conduct their daily business plus the tenant's pro-rata share of any common areas, as defined in the terms of the lease agreement.
 - c. **Average monthly rent per rentable square foot** is the result of Average Monthly Rent divided by Rentable Square Footage, rounded to whole dollars. Enter this number. Calculate the Average Monthly Rent per Square Foot received for this occupancy and during this period; see below for further guidance. If owner-occupied or vacant, enter the amount received during the most recent previous lease for this unit.
- Select a **Lease Concession** if storefront is occupied by a tenant, select one.
- Enter **Construction** or **Alteration Projects** if storefront is not leased. Enter up to ten Department of Buildings (DOB) job numbers, with the Project Start Date and the actual or expected Project End Date. DOB project numbers are not the same as permit numbers.