

**I. PROPERTY INFORMATION**

BOROUGH	BLOCK	LOT	NUMBER OF UNITS
STREET			
CITY		STATE	ZIP

**SECTION A - OWNER/FILER INFORMATION**

1	A. OWNER'S NAME	
	B. OWNER'S EMPLOYER IDENTIFICATION NUMBER	C. OWNER'S SOCIAL SECURITY NUMBER
	OR	
	D. ADDITIONAL OWNER'S NAME	
1	E. ADDITIONAL OWNER'S EMPLOYER IDENTIFICATION NUMBER	F. ADDITIONAL OWNER'S SOCIAL SECURITY NUMBER
	<input type="text"/> <input type="text"/> ■ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> ■ <input type="text"/> <input type="text"/> ■ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2	A. NAME OF ENTITY FILING (IF DIFFERENT FROM THE OWNER)	
	B. FILER'S EMPLOYER IDENTIFICATION NUMBER:	C. FILER'S SOCIAL SECURITY NUMBER:
	<input type="text"/> <input type="text"/> ■ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> ■ <input type="text"/> <input type="text"/> ■ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
D. ENTITY'S RELATIONSHIP TO THE PROPERTY		
Owner		Owner Representative

**SECTION B - CONTACT INFORMATION**

CONTACT NAME	FIRM NAME	
ADDRESS (NUMBER AND STREET)		
CITY	STATE	ZIP
CELL PHONE NO.	EMAIL ADDRESS	ALTERNATE PHONE NO.

<b>SECTION 5 – STOREFRONT INFORMATION</b>	
ENTER the number of ground-floor or second-floor storefronts you are registering from 0 – 2 _____ <b>ENTER 0 if you have none to report AND STOP HERE.</b>	
Class one properties can report up to two storefronts. Use the worksheet below to guide your filing.	
<b>STOREFRONT 1 DESCRIPTION INFORMATION</b>	
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)	
<b>STOREFRONT 1</b>	

1. Was the storefront leased to any commercial tenant for the entire 12 months before January 1? [ ] Yes [ ] No  
**If YES, STOP**, no more information is needed for this storefront. If you have only one storefront to report, you do not have to file. **If you answered NO**, continue to answer the questions below and provide any information requested for this storefront.
2. Was the storefront leased to a tenant for any time between December 31, 2018, and December 31, 2021? [ ] Yes [ ] No
3. Was the storefront occupied by an owner for any time between December 31, 2018, and December 31, 2021? [ ] Yes [ ] No
4. Enter the later of the expiration date under the most recent lease or the last day an owner occupied the storefront. (MM/DD/YYYY). \_\_\_/\_\_\_/\_\_\_
5. Select the primary business activity conducted by the most recent occupant of the storefront:
 

ACCOUNTING SERVICES - 541200	MANUFACTURING - 300000
BROADCASTING/TELECOMM - 515000	MOVIES/VIDEO/SOUND - 512000
EDUCATIONAL SERVICES - 610000	PUBLISHING - 511000
FINANCE & INSURANCE - 520000	REAL ESTATE - 30000
FOOD SERVICES - 722000	RETAIL - 440000
HEALTH CARE or SOCIAL ASSISTANCE - 620000	WHOLESALE - 400000
INFORMATION SERVICES - 510000	MISC. OTHER SERVICE - 720000 _____
LEGAL SERVICES - 541100	OTHER - 777777 _____
6. Enter the average monthly rent per square foot under the most recent lease in whole dollars (see instructions): \$ \_\_\_\_\_.
7. Was the storefront under construction or alteration between December 31, 2018, and December 31, 2021? [ ] Yes [ ] No **If yes**, enter up to three Project Start Dates & Project End Dates

PROJECT 1		PROJECT 2		PROJECT 3	
START DATE (MM/DD/YYYY)	END DATE (MM/DD/YYYY)	START DATE (MM/DD/YYYY)	END DATE (MM/DD/YYYY)	START DATE (MM/DD/YYYY)	END DATE (MM/DD/YYYY)
___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___

8. Is the storefront available to lease at the time of this filing? [ ] Yes [ ] No

<b>STOREFRONT 2 DESCRIPTION INFORMATION</b>	
ENTRANCE DESCRIPTION ( <b>Select One</b> )	
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)	
<b>STOREFRONT 2</b>	

1. Was the storefront leased to any commercial tenant for the entire 12 months before January 1? [ ] Yes [ ] No  
**If YES, STOP**, no more information is needed for this storefront. If you have only one storefront to report, you do not have to file. **If you answered NO**, continue to answer the questions below and provide any information requested for this storefront.
2. Was the storefront leased to a tenant for any time between December 31, 2018, and December 31, 2021? [ ] Yes [ ] No
3. Was the storefront occupied by an owner for any time between December 31, 2018, and December 31, 2021? [ ] Yes [ ] No
4. Enter the later of the expiration date under the most recent lease or the last day an owner occupied the storefront. (MM/DD/YYYY). \_\_\_/\_\_\_/\_\_\_
5. Select the primary business activity conducted by the most recent occupant of the storefront:

ACCOUNTING SERVICES - 541200	MANUFACTURING - 300000
BROADCASTING/TELECOMM - 515000	MOVIES/VIDEO/SOUND - 512000
EDUCATIONAL SERVICES - 610000	PUBLISHING - 511000
FINANCE & INSURANCE - 520000	REAL ESTATE - 30000
FOOD SERVICES - 722000	RETAIL - 440000
HEALTH CARE or SOCIAL ASSISTANCE - 620000	WHOLESALE - 400000
INFORMATION SERVICES - 510000	MISC. OTHER SERVICE - 720000 _____
LEGAL SERVICES - 541100	OTHER - 777777 _____
6. Enter the average monthly rent per square foot under the most recent lease in whole dollars (see instructions): \$ \_\_\_\_\_.
7. Was the storefront under construction or alteration between December 31, 2018, and December 31, 2021? [ ] Yes [ ] No **If yes**, enter up to three Project Start Dates & Project End Dates

PROJECT 1		PROJECT 2		PROJECT 3	
START DATE (MM/DD/YYYY)	END DATE (MM/DD/YYYY)	START DATE (MM/DD/YYYY)	END DATE (MM/DD/YYYY)	START DATE (MM/DD/YYYY)	END DATE (MM/DD/YYYY)
___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___

8. Is the storefront available to lease at the time of this filing? [ ] Yes [ ] No

## Instructions for entering Storefront Information for Tax Class 1

You can report up to two storefronts for your property.

### ENTERING STOREFRONTS

For each storefront, the following information is requested:

- **Floor Size (Square Feet):** Enter floor size in square feet in whole numbers, include the pro-rata share of any common areas. You may use your closest approximation for the size of the storefront space.
- **Entrance:** Choose the entrance type that describes how the public accesses the storefront.
- **Question 1:** You do not have to file information for any storefront that was leased for all of 2021. However, if the storefront was owner-occupied or vacant any time in 2021, you should answer No to question 1 and proceed to answer all remaining questions and provide the information requested.
- **AVG. Monthly Rent/SQ. FT.:** Enter 0 if the storefront has never been rented to a commercial tenant, or calculate the average monthly rent per square foot under the most recent commercial lease 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., 1/1/2021 through 12/31/2021) 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 2021 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.
- **For construction or alteration projects** between December 31, 2018, and December 31, 2021, enter up to three projects and the Project Start Date and the actual or expected Project End Date.