INSTRUCTIONS TC201.

This form is used for income-producing properties.

Please take special note of the following portions of this form:

Section 2. Reporting Period, Make sure that the reporting period is correct. For most filers, this will be 1/1/21 to 12/31/21. The box indicating the accounting basis (cash or accrual) must be checked.

2. CURRENT YEAR REPORTING PERIOD AND ACCOUNTING BASIS
ACCOUNTANT'S CERTIFICATION FORM TC309 MAY BE REQUIRED SEE INSTRUCTIONS

Current year reporting period: From _____/_____/_____to _____/ _____ / _____   Accounting basis: ☐ Cash   ☐ Accrual

Has the accounting basis changed from the prior reporting period? ☐ Yes   ☐ No

Section 3. Residential Occupancy. Use this grid to summarize the January 2022 rent roll for **residential** units only. The units are to be classified according to type of rental (regulated, unregulated, owner-occupied and vacant). For each type, the number of units and the total monthly rent is reported. This rent roll will be examined by the hearing officers carefully to compare against total annual residential income reported in section 6.

3. RESIDENTIAL OCCUPANCY AS OF JANUARY 5, 2022 - Number of dwelling units, rent by type of occupancy.		
TYPE OF OCCUPANCY	NUMBER OF UNITS	MONTHLY RENT
RENTED, REGULATED		$
RENTED, UNREGULATED		$
OWNER OCCUPIED		$
VACANT		$
TOTAL		$
◆ Does rent reported include all recurring charges, such as parking, subsidies and SCRIE abatements? _____		

Section 4. Commercial Occupancy. This reports January 2021 occupancy for commercial units. If a property has any commercial space, this must be filled out. In a fully commercial building, the 100% will be the total building area. In a mixed-use

building, the 100% represents the commercial space only. Although the bottom row indicates that the grid applies to the entire building, it applies to the commercial portion of the building only.

4. NONRESIDENTIAL OCCUPANCY AS OF JANUARY 5, 2022 - Approximate gross percent.				
FLOOR	APPLICANT OR RELATED	RENTED (UNRELATED)	VACANT	TOTAL
FLOOR 3 - _____	%	%	%	%
2nd FLOOR	%	%	%	%
1st FLOOR	%	%	%	%
BASEMENT	%	%	%	%
ENTIRE BUILDING	%	%	%	100%

Example: A building has six floors. The first floor contains stores, the second floor is office, and the remaining floors have apartments. One store, representing one quarter of the ground floor space, is vacant. This grid reports the commercial occupancy, which is located on the first two floors.

4. NONRESIDENTIAL OCCUPANCY AS OF JANUARY 5, 2022 - Approximate gross percent.				
FLOOR	APPLICANT OR RELATED	RENTED (UNRELATED)	VACANT	TOTAL
FLOOR 3 - _____	%	%	%	%
2nd FLOOR	%	%	%	%
1st FLOOR	%	%	%	%
BASEMENT	%	%	%	%
ENTIRE BUILDING	%	%	%	100%

Income and Expenses are reported on **sections 6 through 10.** Fill out these sections with information from the reporting period stated in section 2 (usually 2021). Put this information in the Current Year column. Generally, prior year information is not required. Unless requested, do not put any information in the Prior Year column.

Do not use estimated or rounded numbers.

Sections 3, 4 and 6 – 10 are very important parts of the application. Prepare carefully and accurately. The Tax Commission will compare sections 3 and 4 against the income and expense figures in sections 6 – 10. Apparent inconsistencies— without additional explanation — will cause the Tax Commission to ignore your application.

Example: Total residential monthly income reported on section 3 is $75,000. In section 6, the applicant reports total residential income for the prior year of $650,000. The section 3 January apartment rent of $75,000, when annualized (multiplied by 12) totals $900,00. The Tax Commission requires an explanation of this apparent discrepancy.

Section 6. Generally, you need to report only current year income. Current income is for the period stated in section 2. You need to break out income according to the categories of use presented in the rows in this section. Residential income must be separated between regulated and unregulated units. Commercial income must be broken out among the types noted in this section, such as retail, office ,factory, etc. For space that is owner occupied, report it in row i, regardless of the type of use.

6. INCOME INFORMATION	BOROUGH/BLOCK/LOT	Prior year	Current year	
a. Residential: Regulated				a.
Unregulated				
b. Office				b.
c. Retail (including storefront professional offices, banks, restaurants)				c.
d. Loft				d.
e. Factory				e.
f. Warehouse				f.
g. Storage				g.
h. Garage/parking				h.
SUBTOTAL				
i. Owner-occupied or owner-related space				i.
j. Ancillary Income: 1. Operating escalation				j.
2. Real estate tax escalation				
3. Sale of utility services				
4. Sale of other services				
5. Government rent subsidies				
6. Signage/billboard				
7. Cell towers/telecommunications equipment				
k. Other (specify)				k.
l. TOTAL GROSS INCOME				l.

Sections 7, 8 and 9. Section 7 reports expenses. Report any miscellaneous expenses in section 9 and record the total in section 7, line l. Report only operating expenses. Do not report mortgage payments or depreciation.

I.	**TOTAL GROSS INCOME**				**I.**
7.	**EXPENSE INFORMATION**				
a.	Fuel				a.
b.	Light and power				b.
c.	Cleaning contracts				c.
d.	Wages and payroll				d.
e.	Repairs and maintenance				e.
f.	Management and administration				f.
g.	Insurance (annual)				g.
h.	Water and sewer				h.
i.	Advertising				i.
j.	Interior painting and decorating				j.
k.	Amortized leasing and tenant improvement costs				k.
l.	Miscellaneous expenses (from part 9)				l.
m.	**EXPENSES BEFORE REAL ESTATE TAXES (add lines a through l)**				**m.**
n.	Real estate taxes (before any abatements)				n.
o.	**TOTAL EXPENSES (add lines m and n)**				**o.**
8.	**NET PROFIT (OR LOSS)**				
a.	Net before real estate taxes (subtract Part 7 line m from Part 6 line l)				a.
b.	Net after real estate taxes (subtract Part 7 line o from Part 6 line l)				b.
9.	**ITEMIZATION OF MISCELLANEOUS EXPENSES** (do not include mortgage payments or depreciation)				
	ITEM	**AMOUNT**	**ITEM**	**AMOUNT**	

THE TAX COMMISSION WILL IGNORE OR REJECT APPLICATIONS THAT FAIL TO MEET THEIR REQUIREMENTS AND NO REDUCTION WILL BE GRANTED.