

ANNUAL SURVEY OF INCOME AND EXPENSE INSTRUCTIONS FOR ASIE-2005 GENERAL, ASIE INCOME AND EXPENSE AND ASIE TENANT INVENTORY FORMS

The following properties are excused from full filing requirements, but must file the ASIE-EZ, Sections A, B and D only.

- **Owner-Occupied** – properties that are **100%** physically occupied by the owner, or owner related entity or persons. This occupancy can include those related by blood or marriage and business entities under common control. This **does not include** the following property types: **hotel / motels, movie theaters, shopping malls or centers, gas stations, funeral parlors, self-storage, golf courses, nursing homes, assisted living facilities or fast food restaurants.**
- **Vacant land** – that is not rented and is not income-producing.
- Property that is owned and used exclusively by a **nonprofit organization** that is wholly exempt and or receives no rental income.
- Properties that are **residential cooperatives or condominiums** with no commercial component.
- Properties **under construction** and not leased in 2005.
- Properties that were **purchased in 2005 or 2006** where a **full year** income and expense statement is unavailable.

These properties are excused from full filing requirements, but must file all sections of the ASIE-EZ.

- **Multiple Residences** – Any combination of dwellings on one lot totaling **4 units**.
- **4 to 6 Family Apartments** – without commercial units and without elevators.
- **Multiple Use Buildings** – (6 units and under) with dwelling(s) attached or apartment(s) above. This status applies to mixed use properties with no more than 2 commercial units. Properties that are entirely commercial or have more than 3 commercial units with apartments must file the full ASIE packet.
- **Converted Residence** – where the use is primarily non-residential

THE TYPICAL ASIE FILING

We are requesting property data and income and expense information for the period of **January 1, 2005 to December 31, 2005.**

All income producing **residential** filings must include the following:

1. **ASIE-GENERAL** (identification of the filer and property, including property description, mortgage information and capital expenditures).
2. **ASIE-INCOME AND EXPENSE** (detailing the rents received and the expenses incurred to collect those rents) **and**
3. **ASIE-RES Residential Tenant Inventory** (abstract of residential leases) or equivalent rent-roll. It is acceptable to file the **ASIE-RES** on a CD or floppy disk using MS Excel format.
4. In addition, residential properties are required to provide a copy of "Property Maintenance and Operations Cost Survey" that you submit to the Nassau County Rent Guidelines Board of the New York State Division of Housing and Community Renewal (DHCR).

All **commercial** income producing property filings must include the following:

1. **ASIE-GENERAL**
2. **ASIE-INCOME AND EXPENSE** **and**
3. **ASIE-COMM COMMERCIAL TENANT INVENTORY** (abstract of commercial leases) or equivalent rent-roll. A CD or floppy disk of the **ASIE-COMM** is acceptable as above.

INFORMATION TO REPORT

The ASIE forms must report the income and expenses from the operation of the property. In a rental property, operation of the property is the income derived from arms-length leases. The operating expenses are the costs incurred by the owner in the operation of the real property. In a business operating property (for those required to file an **ASIE**), it is the operation of the business conducted on the property.

If the owner has leased the property to another person, who in turn operates the property, the owner must still supply

the operating information on the **ASIE**, either by obtaining it from the operator or by requiring the lessee to file the **ASIE** on the owner's behalf.

TENANT INVENTORY

A Tenant Inventory (**ASIE-RES** for residential properties and **ASIE-COMM** for commercial properties) is required for any property that had leased space during the reporting year. The Tenant Inventory may consist of a completed form **ASIE-RES**, **ASIE-COMM** or a legible list of leases containing substantially the same information as is requested on the form. It is also acceptable to file the **TENANT INVENTORY** on CD or 3.5 floppy disk. Use MS-Excel and the prescribed spreadsheet format.

On the following pages you will find line-by-line instructions for the completion of ASIE-GENERAL, ASIE-RES and ASIE-COMM.

ASIE-2005-GENERAL INSTRUCTIONS

SECTION A – PROPERTY IDENTIFICATION

1. Enter the **Section**, **Block** and **Lot** of your property. Enter only one block and one lot. You may refer to mailing insert enclosed with your **ASIE** packet for this information. If your **ASIE** filing covers more than one tax lot, operated as an economic unit, list only the **primary** block and lot here.
2. **Property address**, including street number, street, town and zip code.
3. If the mailing address for this property is different than that on the mailing insert, provide the correct property address, including street number, street, town and zip code.
4. **Groups of related parcels.** An **ASIE** covering more than one lot will be accepted **only** if the lots are operated **as a single economic unit (and contiguous or adjacent to each other)**. If the filing covers more than one lot, you can list up to 6 additional properties in the spaces marked "Block and lot". If necessary, list additional blocks and lots on a separate page.

SECTION B – CONTACT INFORMATION

5. **Owner's Name.** Indicate the name of one of the owners or the lessee of the entire property.
6. **Organization.** Indicate the company or corporate name if different than the owner.
- 7-10. **Contact.** Indicate the name, relationship to the property (i.e. the owner, lessee, sub-lessee, manager, agent, accountant, etc.), daytime telephone number and e-mail address (if any) of a contact person who is **familiar** with both the operation and the finances of the property.

SECTION C – PROPERTY DESCRIPTION AND USE

- 11-14. Indicate the **total number of units** that constitute the property, **total gross building area** (measured exterior wall to exterior wall), **number of buildings** and **number of stories** of the main building.
15. Provide **the lot size or acreage of the land**, if known.
16. Check the appropriate box to describe the use of your property by floor. More than one use type (apartments, retail industrial, warehouse, hotel, etc.) can be indicated per floor.

SECTION D – PROPERTY LEASE INFORMATION

17. Indicate if the property is subject to a net lease and check the appropriate box which describes your lease.

SECTION E – DEBT SERVICE INFORMATION

18. Provide information on any loan placed on the property within the last 5 years. Include the total amount of the loan, date of loan, term in years, interest rate, payment (including principle and interest) and the frequency of payments (monthly or yearly). Please indicate if an appraisal was performed on the subject property within the last 5 years.

SECTION F – SALES INFORMATION

19. If the property sold during the last 5 years in an arms-length transaction (between unrelated parties) enter the month and year of sale and the purchase price.

SECTION G – MAJOR CAPITAL IMPROVEMENTS

20. A capital improvement is a physical alteration, renovation, rehabilitation, remodeling, conversion, replacement, addition or extension made to the property. Briefly describe any improvements made to the property during the last 5 years. Indicate the date of completion or expected completion, the cost and expected life of the improvement(s). Do not list these expenses later in the income and expense sections of the ASIE.

SECTION H – ATTACHMENTS AND CERTIFICATION

An **ASIE** filing should include the **ASIE-GENERAL**, **ASIE-INCOME**, **ASIE-EXPENSE** and either the **RESIDENTIAL TENANT INVENTORY (ASIE-RES)** or the **COMMERCIAL TENANT INVENTORY (ASIE-COMM)** or an equivalent rent roll. The owner, other taxpayer or the agent of the taxpayer must sign at the bottom of the **ASIE-GENERAL**. Print or type your name to the right of the signature.

ASIE-2005-INCOME AND EXPENSE INSTRUCTIONS

ASIE-2005-INCOME

Property Identification - Enter the section, Block and Lot of the property. Only enter one block and one lot in the boxes provided. List additional lots covered by this schedule, if any, in **Section A, 4** on the first page of the ASIE-2005 GENERAL.

Reporting Period and Accounting Basis - If the owner's records reflecting the operation of the property are maintained on a *calendar-year basis*, the ASIE 2005 accounting period must be January 1, 2005 to December 31, 2005. If the owner's records are maintained on a *fiscal-year basis*, the accounting period must be the most recently completed fiscal year as of May 1, 2006.

Indicate whether the cash or accrual method of accounting is being reported.

SECTION I – APARTMENTS

Round all money amounts to the nearest dollar.

Rental information - For each applicable apartment rental category lines 1 through 7 (**STUDIO/EFFICIENCY, 1-BEDROOM, 2-BEDROOM, 3-BEDROOM, 4-BEDROOM OTHER and PAID PARKING FOR RESIDENTIAL**), enter the following information in the appropriate column. [**Please note: Use line 6 "OTHER" for any owner occupied or related information or any other apartment information that does not fit into the provided categories.**]

- **Number of units** - Enter the number of rental units (apartments) for each apartment category.
- **Gross square feet** - Enter the total gross square footage for each apartment type. Example – if the property has ten 1-bedroom apartments at 700 square feet each, enter 7,000 square feet in the space provided and continue for each apartment category.
- **Regulated and unregulated units** – Provide the number of apartments covered by the New York State Emergency Tenant Protection Act. Enter the number of regulated (rent stabilized) and unregulated for each apartment type. Example – if there are ten 1-bedroom apartments and four are regulated and six are unregulated, enter 4 in the space **NUMBER OF REG. UNITS** and 6 in the space **NUMBER OF UNREG. UNITS**.
- **Vacant units** – In this space enter number of vacant apartments in each apartment category. Enter all vacancies as of December 31, 2005.
- **Income** - Enter the total rental income for each apartment category. Rental income is defined as rent received or accrued for space occupied by tenants. Any rent for space occupied by the owner, related persons or entities should be entered on Section I, line 6 **OTHER** and detailed in the space provided at the bottom of the form.

TOTAL APARTMENT INCOME – add the income from lines 1 through 6 and enter on line 8 in Income column.

SECTION J – COMMERCIAL

Rental information - For each applicable commercial rental category lines 9 through 16 (**PARKING FACILITIES, STORES, OFFICES, INDUSTRIAL, WAREHOUSE, OTHER and OWNER OCCUPIED**), enter the information in the appropriate columns as detailed above for **Number of units or spaces, Gross square feet, Vacant units and Income**. Space occupied by the filer or related persons or entities should be included on line 16 whether a rental is charged or not. Detail all **OTHER** and **OWNER OCCUPIED ENTRIES** in the section provided at the bottom of the form. **No separate accounting or information is required here for space that is not rentable.**

TOTAL COMMERCIAL INCOME – Add the income from lines 9 through 16 and enter on line 17 in Income column.

SECTION K – ANCILLARY

Rental information - For each applicable ancillary rental category lines 18 through 25 (**GOVERNMENT SUBSIDY, SERVICES, REAL ESTATE TAX ESCALATION, OPERATING ESCALATION, SALE OF UTILITIES, SIGNAGE / BILLBOARD, CELL TOWERS / ANTENNA and OTHER**) enter information in the Income column.

The following list of ancillary income categories is provided as a guide only and is in no way meant to be all-inclusive.

18. GOVERNMENT RENT SUBSIDIES - Direct rent subsidies received from local and/or Federal Government Housing Programs.

19. SERVICES - The gross amount received or accrued for services such as laundry, valet, vending machines, and all other services.

20. REAL ESTATE TAX ESCALATION - Additional rent received above the base rent, as provided for in the lease, related to increases in real estate taxes.

21. OPERATING ESCALATION INCOME - Additional rent received above the base rent, as provided for in the lease, for pass through or increases in operating expenses, porters' wages, CPI clauses, etc.

22. SALE OF UTILITIES AND SERVICES - The gross amount received from the sale of utilities and services such as electricity, gas, steam, water, air conditioning.

23. SIGNAGE and BILLBOARDS - Report any income received from the rental of signs or billboards located on your property.

24. CELL TOWERS and ANTENNA - Report any income received from the rental of the placement of a cell tower or antenna located on your property.

25. OTHER OPERATING INCOME - Any other operating income derived from the property not previously specified. Include common area maintenance income. Exclude interest on bank accounts and tenants' deposits. List and itemize the sources of other income in the space provided at the bottom of the form.

TOTAL ANCILLARY INCOME – Add the income from lines 18 through 25 and enter on line 26 in Income column.

TOTAL GROSS INCOME ALL SOURCES – Add the subtotaled income (\$) of all 3 categories from lines 8, 17 AND 26 and enter on line 27 in Income column.

ASIE-2005-EXPENSE

SECTION L – EXPENSES

Report expenses for the operation of the real property. Exclude amortization or mortgage costs, capital improvements, depreciation, interest, income taxes, officers' and directors' compensation and rent as operating expenses in this section (you may use the LEASING, FINANCING and OTHER below to enter some of these details). Include the expense of providing services to tenants but exclude expenses relating to other business or personal use of the property.

28. ELECTRICITY – Enter the amount paid or incurred for electricity. Do not include electricity consumed by the owner or other filers for personal or business use.

29. FUEL / HEAT – Include the amounts paid for fuel oil, steam and/or gas.

30. WATER & SEWER – Enter the cost for water and sewer charges for the reporting year.

31. WAGES / PAYROLL – Enter all payroll, related taxes and welfare and insurance benefits incurred in the operation of the property. Do not include salaries and commissions paid to company officers or agents.

32. CONTRACT SERVICES – Include the cost for cleaning, landscaping, sanitation, extermination and security services. Do not include contracts with companies or individuals related to the owner or other filer.

33. INTERIOR PAINTING & DECORATING – Include the cost of painting and decorating tenant and common areas.

34. REPAIRS – Enter the amounts paid for any routine repairs, for materials and for parts used in repairs. Include the costs of repairing electric, heating, ventilating and air-conditioning systems. Also include the cost of elevator, roof and other repairs.

35. RESERVES FOR REPLACEMENT – Include costs for the replacement of items associated with the building, where useful life is shorter than the life of the building. Such items may include appliances, elevators, heating systems and carpet. **This annual expense allowance must be prorated over the useful life of the item(s) replaced.**

36. MAINTENANCE – Enter the cost of supplies and miscellaneous maintenance that are not covered in the repairs item above.

37. INSURANCE – Include only the annual cost of fire, liability and other insurance premiums **paid to protect the real property.** Enter reporting year costs only. **All multi-year premiums must be pro-rated annually.**

38. MANAGEMENT FEES – Include the amount paid to a management company or charged to self for the operation of the property.

- 39. ADMINISTRATIVE EXPENSES** – Enter expenses for office supplies, telephone service and postage related to the operation of the real property.
- 40. ADVERTISING** – Include expense for advertising real property available for rent.
- 41. LEGAL** – Report amounts paid for legal services related to the operation of the property
- 42. ACCOUNTING** – Enter amounts paid for accounting services related to the operation of the property.
- 43. MISCELLANEOUS** – Use the lines provided at the bottom of the form to itemize any other expenses not included above that were paid during the reporting year **related to the operation of the real property.** All miscellaneous expenses must be listed and dollar amounts for each must be included in the itemization.
- 44. TOTAL EXPENSES** – Add the expenses from lines 28 through 43.

LEASING, FINANCING AND OTHER

DO NOT INCLUDE THESE ITEMS IN THE EXPENSES ABOVE

- **LEASING COMMISSIONS** – Include the amount paid to a leasing company or broker for renting space in the property. **If the lease is for more than one year, the cost must be pro-rated over the life of the lease.**
- **TENANT IMPROVEMENTS** – Enter the total cost to the owner or filer for tenant improvements (interior construction to accommodate a tenant) pursuant to the terms of a lease. **If the lease is for more than one year, this cost must be pro-rated over the life of the lease.**
- **MORTGAGE INTEREST** – Report the annual **interest payments** attributable to the mortgage loan on the property
- **DEPRECIATION** – Report the loss in value to the improvement (building) portion of the real property.
- **REAL ESTATE TAXES** – Include the amount of the annual real estate taxes incurred for the reporting period.
- **TOTAL OTHER EXPENSES** – Add expenses that were entered in this section

RESIDENTIAL TENANT INVENTORY (ASIE-RES) INSTRUCTIONS

The **RESIDENTIAL TENANT INVENTORY** is required as part of ASIE-2004 for all residential rental property that has leased space. Complete the Inventory based on the leases in place as of December 31, 2004, or you may specify a later date, up to the date of filing.

COLUMN 1 – APARTMENT NUMBER – List the number / letter of apartment as indicated on the door.

COLUMN 2 – FLOOR LEVEL – Floor-number of apartment.

COLUMN 3 – SQUARE FOOT AREA RENTED – The square footage of the apartment.

COLUMN 4 – NUMBER OF ROOMS – Number of rooms in the apartment (excluding bathrooms).

COLUMN 5 – NUMBER OF BEDROOMS – Number of bedrooms in apartment.

COLUMN 6 – NUMBER OF BATHROOMS – Bathrooms, include half baths.

COLUMN 7 – MONTHLY RENT – Dollar amount of monthly rent as per lease on December 31, 2004.

COLUMN 8 – LEASE START DATE – Date the lease began.

COLUMN 9 – LEASE TERM – Indicate the length of the lease (month to month, 1-year, etc.).

COLUMN 10 – NEW TENANT IN 2004 – Indicate with a “Y” if lease was signed by a new tenant in 2004.

COLUMN 11 – NUMBER OF MONTHS VACANT – Number of months vacant in 2004.

COLUMN 12 – PARKING SPACES – Number of parking spaces assigned to this apartment.

COLUMN 13 – UTILITIES / LANDLORD – Indicate the utilities the landlord is responsible for paying. **HT** = heat, **HW** = hot water and **ELCT** = electricity.

COLUMN 14 – UTILITIES / TENANT – Indicate the utilities the tenant is responsible for paying.

COLUMN 15 – RENT SUBSIDY TYPE – Indicate the type and amount of any government rent subsidy. Use the section at the bottom left of the **RESIDENTIAL TENANT INVENTORY** to provide further details about parking. Enter number of space types leased monthly, the monthly rate for those spaces and the total monthly parking income.

Use the section at the bottom right of the **RESIDENTIAL TENANT INVENTORY** to calculate the total number of

units covered by this filing. Add the number of **owner occupied**, **leased** and **vacant** units.

COMMERCIAL TENANT INVENTORY **(ASIE-COMM) INSTRUCTIONS**

The **COMMERCIAL TENANT INVENTORY** is required as part of the ASIE for all commercial rental property that has leased space. Complete the Inventory based on the leases in place as of December 31, 2004, or you may specify a later date, up to the date of filing.

COLUMN 1 – TENANT NAME - Enter tenant name and/or suite number for each leased space. If the space is vacant indicate by entering suite number and **V**.

COLUMN 2 – FLOOR – Indicate the floor number of the space occupied by this tenant. In the next column enter **F** if tenant occupies full floor and **P** if partial floor is occupied by this tenant.

COLUMN 3 – GROSS SQUARE FEET – Indicate the total gross square foot area of this leased space.

COLUMN 4 – USE – Indicate the use type of the leased space.

COLUMN 5-6 – LEASE DATES – In the 2 columns provided, indicate the beginning and ending dates of the lease for this tenant.

COLUMN 7-8 – RENT – In the first column report the initial (original) **annual** base rent for the first year of the lease. **This amount does not include rent escalations, reimbursements for expenses or free rent and other concessions.** In the second column, report the current **annual** rent for this reporting period. **This amount does include rent escalations, percentage and Consumer Price Index (CPI) increases stipulated in the lease.**

Do not include reimbursement for utilities, common interest and real estate taxes here.

COLUMN 9 – RENT ESCALATION – List the fixed, percentage or CPI increases as stipulated in the lease.

COLUMN 10 – OVERAGE / PERCENTAGE RENT – Indicate the rent amount per annum if an overage or percentage rent clause is stipulated in the lease.

COLUMN 11-13 – EXPENSE RECOVERY – **show all amounts per annum.** In column 11 report the expense paid by the **tenant** to maintain common areas, e.g., lobby, hallways, parking, etc. In column 12 report any additional charge paid by the **tenant** for full or partial increase in real estate taxes. In column 13 report additional charges paid by the **tenant** for full or partial increases in operating expenses, i.e., electricity.

COLUMN 14-16 – ADJUSTMENTS – In column 14 indicate the number of months of free rent granted in the lease, **if applicable.** In column 15 show the **annual** fee paid to a leasing company for obtaining this tenant. List landlord cost associated with the lease and attributable to significantly improving tenant rental space.