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Dear Taxpayer,

We are in the process of reviewing the market value of income-producing property in your area. The primary appraisal technique we use is the income approach. It involves analyzing the income and expenses of a property or business as prescribed in law (RCW 84.40.030).

Below is a questionnaire about the income and physical characteristics of your property. Please complete this form and return it to us by October 1. You may substitute your own form if you wish. If exact figures are not available, please estimate or leave blank. If this property is owner occupied, disregard lines 7 through 14.

Thank you for your time and effort in providing a response. Be assured this information will not be made available to the public (RCW 42.17.310). We can be reached by email at [ywolff@co.kitsap.wa.us](mailto:ywolff@co.kitsap.wa.us) or by phone (360) 337-4519.

Contact Name:

Phone:

E-Mail:

Parcel Account Number:

Business Information:

1. Suite or Unit #
2. Business Name
3. Business Contact
4. Business Phone #
5. Mailing Address:
6. Business Type\*

Lease Information:

7. Unit Type\*
8. Total Units\*
9. Net LeaseablArea \*
10. Annual Potential Rent
11. CAM Charge

12. Lease Type\*

13. Typical Vacancy Rate (%)\*

Owner Expenses:

14. Water/Sewer/Garbage

15. Gas/Electric

16. Management

17. Maintenance

18. Property Tax

19. Insurance

20. Repairs

(\* See instructions/examples below)

Does the rent include any personal property, furniture, fixtures, equipment, or leasehold improvements?  
If so, please explain.

Has the property's value been influenced by any adverse conditions?  
If so, please explain.

Describe any changes you have made to the building during the past five years:

Explain any large differences in rental rates between similar types:

\* Instructions/examples for above table

6. **Type of Business** Examples: Florist, Pet Shop, Barber, Nail Salon, Church, Dentist, Doctor, Lawyer, Restaurant, Bar

7. **Unit Type** Examples: Office, Retail, Restaurant, Warehouse, Light Manufacturing, Marina, Studio, 1bd \ 1ba, 2bd \ 2ba.

8. **Total Units:** Gross building area including common area, or number of apartment units.

10. **How much does the space rent for?** Please explain any rate differences for similar space types.

12. **Lease Type:** Full service, Net, NNN.

14. **Owner paid expenses:** Do not include debt service or depreciation.