Kitsap County Assessor

614 Division St., MS-22, Port Orchard, WA 98366
Phone: (360) 337-7160 • (206) 842-2061 • (253) 851-4147
Fax: (360) 337-4874 • Web site www.kitsapgov.com/assr/

Jim Avery
Michael Eastman
Chief Deputy

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 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. This information will not be made available to the public (RCW 42.17.310). Our email address is ywolff@co.kitsap.wa.us , and we can be reached by phone at (360) 337-4519.

Contact Name Joe Jones **phone** 555-5555 **e-mail** JJones@email.net

Business Name **Parcel Address**

Sample of completed form available at ***http://www.kitsapgov.com/assr/comm_prop/com_main.htm***

Business Information		**Owner or Tenant #1**			**Tenant #2**	**Tenant #3**
1	Suite or Unit #					# 1
2	Business Name	Sunset Ridge Apts			Suzie's attny office	Charlie's Boat Works
3	Business Contact	Barbie Green			Suzie Smith	Bob Charlie
4	Business Phone #	555-5555			555-5555	
5	Business Mailing Address	Same as parcel			123 anywhere st anytown, WA	123 somewhere Rd awtown, WA
6	Business Type *Doctor, Lawyer, Restaurant, Salon*	Multifamily			Lawyer	Marina
Space Leased to a Tenant		apartments				
7	Unit Type *Retail, office, warehouse*	Studio	2 1 1	2 1 2	office	marina
8	Total Units *No. of Apts, square feet*	6	5	10	2500 SF	150 slips
9	Net leaseable area				2,300 SF	2000 LF
10	Annual Potential Rent	$500/mo	$650/mo	$675/mo	$ 50,000/yr	$ 150,000/yr
11	CAM Charge	$	$	$	$ 5,000	$ 0
12	Lease Type *Full service, NNN, Net*	— Net —			Full service	Full service
13	Typical Vacancy Rate	0 %	10 %	5 %	5 %	1 %
14	Owner Expenses	$ 5000/yr			$ 20,000/yr	$ 10,000/yr
		☒ Water/Sewer/Garbage	☐ Management	☐ Insurance	☐ Maintenance ☐ Property Tax	☐ Gas/Electric ☐ Repairs

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?

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

Explain any large differences in rental rates between similar types.