

RPIE - 2006

Real Property Income and Expense Forms and Instructions



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New York City
Department of Finance
345 Adams Street, 3rd Floor
Brooklyn, NY 11201



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2006 REAL PROPERTY INCOME AND EXPENSE FORM INSTRUCTIONS

FILING DEADLINE: SEPTEMBER 5, 2007

MAIL TO: NYC DEPARTMENT OF FINANCE, 345 ADAMS STREET, 3RD FLOOR, BROOKLYN, NY 11201

GENERAL INFORMATION

Owners of income-producing properties that have an actual assessed value of more than \$40,000 are required to file Real Property Income and Expense Statements ("RPIE") with the Department of Finance ("Finance"), *unless the properties are specifically excluded from the filing requirements by law (See Section D).*

Finance uses the information from these statements to estimate the market value of property for tax purposes and may use RPIE data that is specific to a particular parcel or data from comparable properties. For this reason, owners of income-producing properties who are not legally required to file an RPIE may still want to provide information about their properties electronically. Visit the Finance website at nyc.gov/rpieform.

If You Previously Claimed an RPIE Exemption or Exception

If you filed an RPIE-2004 or an RPIE-2005 form with Finance to claim you are exempt from filing under the law, and there has been no change to the property's exempt status, you do not need to complete the RPIE form again until September 1, 2008 (i.e., an RPIE-2007).

If you filed an Income and Expense Statement with the Tax Commission electronically as part of an assessment appeal, you do not need to complete the RPIE form this year.

IMPORTANT FILING INFORMATION

- **Online Filing Requirement** -- Legislation has been enacted, and rules promulgated that make electronic filing of the RPIE mandatory.
- **Deadline** -- The RPIE-2006 filing deadline is **September 5, 2007**.

CUSTOMER ASSISTANCE

Questions not covered in the RPIE Instructions or on the Finance web site should be directed to Finance Customer Assistance at 212-504-4080.

The Finance Property Division has recently published two Statements of Assessment Procedure, which are available on the Finance website, that may be helpful to RPIE filers:

- **Cost of Alterations** -- An outline of how Finance will value alterations to determine a property's value for real property tax purposes.
- **When Equipment will be Separately Assessed** -- An explanation of how Finance assesses generators and other equipment (such as boilers) located within certain properties.

PART I: OWNER AND PROPERTY INFORMATION**SECTION A - OWNER INFORMATION**

1. Enter the **name of the owner** of the property. If there are multiple owners, list them all. Do not list a lessee or a management company.

Enter each owner's **Employer Identification Number (EIN) or Social Security Number (SSN)**.

2. **Indicate who is filing the RPIE.** The filer may be anyone who is authorized to provide this information and has knowledge of such information, including, but not limited to, an owner, a former owner, a lessee, an authorized attorney or accountant, or a commercial tenant in an exempt property. If there is more than one owner, only one needs to file, as long as the filer provides all the required information.

Enter the **filer's Employer Identification Number (EIN) or Social Security Number (SSN)**.

Enter the **filer's relationship** to the property, e.g., owner, attorney, etc.

SECTION B - CONTACT INFORMATION

3. Enter the **name of a contact person**. The contact can be any person that the owner or filer designates who is available during business hours should Finance have a question.
4. If the contact is not the owner or filer, provide the contact's company affiliation under **Firm Name**.
5. Enter the contact's **daytime telephone number**.
6. Enter the contact's **e-mail address**, if any.
7. Enter the contact's **Group Filer Number**, if applicable. This is the attorney group number issued by the Tax Commission to practitioners. If you do not have a group filer number, leave it blank.

SECTION C - PROPERTY IDENTIFICATION

8. Enter the complete **address of the property** (including street, city, state, and zip code).
9. Enter the **borough, block and lot** ("BBL") number for the property. If you do not know the borough, block and lot number, you may search for it online at **nyc.gov/finance**. (From the homepage, click on the Quick Link in the Property Box to find Borough, Block and Lot. Enter your address on the next screen and the BBL will appear on the third screen as a hyphenated number in yellow bold print). Or you can call 311.
10. Enter the **building class** for the property. If you do not know the property's building class, you may search for it online at **nyc.gov/finance**. (From the homepage, under E-Services, select View Assessment Roll. Enter your address and click on Assessment Roll to view the property's building class).
11. If the filing is for multiple lots in a condominium, indicate whether the filing is for the entire or only part of the development. Indicate the lot ranges for the units included in the filing.

SECTION D - RPIE EXEMPTIONS

The law exempts owners of some properties from the RPIE filing requirement. If you claimed an exemption on the RPIE-2004 or RPIE-2005, and the exemption is still valid, you do not have to submit an RPIE form again until September 1, 2008. However, if you are claiming an exemption for the first time this year, you must complete Parts I and IV and indicate which exemption you are claiming in this Section.

Finance encourages owners of income-producing properties who are exempt from the RPIE filing requirement to voluntarily complete the RPIE-EZ electronically. Visit the Finance website at nyc.gov/rpieform. By doing so, you are providing up-to-date information about your properties, which help Finance develop better estimates of market value.

12. Check one reason to explain why you are not required to file RPIE-2006. The following clarify and define the reasons why owners may not be required to file an RPIE.
 - a. If the "actual assessed value" is \$40,000 or less, check this box. If you do not know your actual assessed value, check Finance's website.
 - b. If your property is exclusively residential with 10 or fewer apartments, check this box. This count should include all units,

SECTION D - RPIE EXEMPTIONS - Continued

- whether vacant or occupied. The property must meet both criteria; exclusively residential and 10 or fewer apartments.
- c. Only check this box if you do not exceed either parameter (six residential units and one commercial unit). This count should include all units whether vacant or occupied. For example, if your property has five residential and two commercial units, you do not qualify for the exemption and are required to file.
- d. Whether the cooperative apartment building is exempt from filing an income and expense statement depends on the amount of commercial space. Only cooperative buildings with more than 2,500 square feet of commercial space are required to file income and expense statements (not including garage space, if there is one). Owners of residential cooperative apartment buildings with less than 2,500 square feet of commercial space are exempt from filing income and expense statements, however, owners must still complete the RPIE (Parts I and IV) to claim and certify this exemption, unless they have previously done so.
- e. An RPIE is not required for an individual residential condominium unit or when less than half of the residential space in a condominium building/development is operated as a rental property. However, an RPIE Statement is required where all or the majority of the residential space in a condominium building/development) is operated as a rental property. One form may be filed listing the income and expenses of all the individual units.
- f. For RPIE purposes, transactions with “related persons or entities” are distinguished from arms-length transactions. Related persons or entities include the following:
- Individuals related by blood, marriage, or adoption;
 - Individuals and the business entities they control;
 - Business entities under common control; and
 - Fiduciaries and the beneficiaries for whom they act.
- g. If you own and occupy 100% of the gross square footage of your property, you do not have to file an RPIE. However, this exemption does not apply to owners of department stores with 10,000 or more square feet, hotels or motels, parking garages or lots, power plants or theaters.
- h. A not-for-profit organization or government entity may be fully exempt from property tax, and, therefore, is not required to file the RPIE. However, you are required to file an RPIE if you rent to commercial non-exempt tenants. In these cases, the tenant or lessee can file the RPIE.
- i. You do not have to file an RPIE if the property is vacant or if it is uninhabitable due to an impending demolition, as long as there are no existing leases. The building is exempt from filing even if it had reportable income for 2006. If there are existing leases, the owner must file the RPIE.
- j. “Vacant, non-income-producing land” applies to empty lots.

SECTION E - PROPERTY USE AND VACANCY INFORMATION**13. Description:**

- a.-c. **Units** – Enter the total number of units, the number of residential units and the number of commercial units.
- d. **Number of Buildings** – If the property consists of more than one building (such as a condominium development, a parking garage complex, an apartment complex, or a shopping center), enter the total number of buildings that constitute the entire property for which this RPIE Form is being filed.
- e. **Number of Stories** – List the number of stories in the main (or only) building. Count the ground floor as one story.
- f. **Year of Purchase** – Provide the year the property was bought or leased, or, if the building was built for the owner, list the date of construction.
- 14-26. Complete the table by providing the approximate gross square footage (measuring from exterior wall to exterior wall) and the percentage of that gross square footage that was vacant as of the end of the reporting period.

*Report vacancies only if they are for the **entire** filing period.*

- A. Gross Square Footage:** Enter the approximate number of gross square feet in the property for each of the types designated (e.g. residential, retail, etc.). Your property’s gross square footage may be entirely in one category or divided among numerous categories, depending on how your particular property is used. In the absence of data from a blueprint, Finance will accept an estimate of the approximate gross square footage.
- If there is no square footage in a particular category, leave the space blank.

SECTION E - PROPERTY USE AND VACANCY INFORMATION - Continued

If you include square footage in the "Other" category, describe this use in the space following the colon.

- B. Percentage Vacant:** Indicate in column B the percentage of each type of space that was vacant (unoccupied and unleased, generating no income) as of the end of the reporting period. If the entire amount of any given category of space is fully occupied, enter "0%" to show there is no vacant space.

27-37. In the spaces provided in the table, provide the approximate gross square footage for each of the use categories listed (Residential, Office, Retail, etc.) by floor, if any. If the category does not exist in the property or on a given floor, leave the space blank." Next to "Third Floor and Above," write in the number of the highest floor in the blank space. This will give Finance a picture of where each use is conducted on your property and how much space on each floor is devoted to a particular purpose.

SECTION F - ADDITIONAL INFORMATION REQUIRED FROM SPECIFIC PROPERTY TYPES

To be completed ONLY if the property is a cooperative or condominium.

38. Indicate whether the property is a cooperative or a condominium.
39. List the number of units that have not been sold (and are still owned by the sponsor, or by the cooperative or condominium rather than an individual owner,) that are occupied, and the monthly income received.
40. List the number of commercial units in the cooperative or condominium that are leased and the monthly income received from these commercial units.
41. List the number of commercial units that are owned and occupied by a cooperative or a condominium owner. NOTE: Make sure that any commercial income is listed in PART II: Section J - Income from Real Estate - under the appropriate heading. Do not include maintenance in PART II: Section J.

To be completed ONLY if the property is a hotel or motel.

42. Provide the name of the hotel or motel.
- Indicate whether the hotel is managed by an outside manager, who has been hired to manage or administer the hotel.
 - Indicate whether any entity such as any person, business or other user has the right to lease or to use any of the rooms.
 - If "YES", describe the person's or entity's proprietary rights.
43. List the total number of rooms in the hotel. For example, a 2-room suite counts as 2 rooms.
- List the number of rooms that are available to be rented out nightly.
 - List the number of rooms that have permanent or long-term tenants.
 - For number of keys, list the total number of hotel keys available. For example, a 2-room suite counts as 1 key.
 - Provide the average occupancy rate for the year.

Room Rates – Provide the Rack Rates as of 12/31/06

- 44-47. For each room type, provide the number of rooms in that category and the nightly single and double occupancy rate. Room types vary depending on your particular hotel, but may include categories such as standard, double, king, suite, etc.

To be completed ONLY if the property contains any parking-related space.

- 48-49. **Outdoor/Indoor Parking Information:** Enter the total number of outdoor parking spaces, the number of paid outdoor spaces, and the monthly rate charged for these spaces on lines "a" through "c". Do the same for indoor garage spaces.

To be completed ONLY if the property is a theater.

50. **Number of Theater Seats.** Provide the total number of seats.

SECTION G - LEASE INFORMATION

All filers with leases are required to provide basic leasing information in Part 1 of this section. If you are reporting commercial leases, you must either complete the table in this section or provide a rent roll.

51. A **triple net lease** is one in which the lessee pays rent to the lessor, as well as all the taxes, insurance, utilities, and maintenance expenses that arise from the use of the property. If you check "YES," answer "a" and "b."
52. A **ground lease** is a lease in which the right of use and occupancy of land is granted. If applicable, indicate the beginning and end dates of the lease.
53. Indicate whether the owner occupies any portion of this property for the operation of a business. If so, provide the percentage of the property that is owner-occupied and provide the square footage. For residential properties, indicate the total number of units that are occupied by the owner and/or superintendent.

Lease Schedule: Complete this section only if the property had any commercial leases in place during the filing year. Provide information on the leases that were in place as of December 31, 2006, or specify a later date, up to the date of this RPIE filing. If there are more than 15 tenants, you must submit the most recent rent roll.

Column 1 **Tenant Name:** Provide the name of the tenant.

Column 2 **Floor Number(s) or Range:** List all floors that have rentable/leasable commercial space. List all full floors for each particular tenant on one line and all partial floors for the same tenant on a separate line. For example, if Tenant leases full floors 1, 2, 3 and 5 and also leases half of floor 4, you would indicate all the full floor(s) on one line (1-3, 5) and the partial lease of floor 4 on a separate line.

Column 3 **Full or Partial:** For each floor number, write "F" or "P" to indicate whether the floor is fully or partially rented to that tenant.

Column 4 **Gross Square Footage:** Specify the approximate gross square footage for all of the floors listed in that row in column 2.

Column 5 **Primary Use:** Describe the primary use for the gross square footage listed in column 4. The primary use of all commercial, rentable space must be described, including space that is owner-occupied or vacant. Include garage and mechanicals.

NOTE: You only have to fill out columns 6-12 once for each tenant. If you have used one line for full floors and another for partials, you must put all of the lease information for a particular tenant on the first line that you completed for that tenant.

Column 6 **Base Year of Lease:** Indicate the starting month and year of the lease.

Column 7 **Lease Term:** List the number of years of the lease, from start date to expiration.

Column 8 **Current Rent:** Provide the annual income for the lease. Enter the amount of the Tenant's annual rent as of December 31, 2006 (unless you specified another date for the purposes of this RPIE filing). **If free rent is a condition of this lease, amortize the cost of this free rent period through the life of the lease, and enter the adjusted annual income.**

Column 9 **Electricity:** If the tenant pays the electricity in addition to the annual rent, enter this yearly amount.

Column 10 **Pass-Through Charges:** Enter the total amount of the additional charges that the tenant pays, other than the annual rent and electricity costs. For example, operating escalation.

Column 11 **Next Escalation Date:** Enter the month and year of the next contractual escalation.

Column 12 **New Rent:** Enter the new annual rent as per the next rent escalation.

SECTION H - INCOME AND EXPENSE FILING EXCEPTIONS

54a. Property owners who contested their assessment were required to file an application with the New York City Tax Commission. If you did so electronically, you are not required to file the RPIE with Finance.

b. If the property was acquired, built, or renovated in 2007, you are not required to complete the remainder of this form.

GO TO PART IV AND SIGN THE RPIE CERTIFICATION.

55a. If you purchased, acquired, built or renovated the property in 2006, you are required to file an RPIE form only for the period for which you would have the required information (your period of ownership). If you have owned the property for only a portion of the filing year, you must provide Part II or Part III (the Income and Expense Statement) for the portion of the year for which you have the information.

b. If your property was unoccupied while under construction or renovation during the filing year, you must complete the Income and Expense Statement for the portion of the year during which the property was occupied.

c. If the property was available for use, but was entirely vacant for one or more months during the reporting period, you must complete the entire Income and Expense Statement for the portion of the year during which the property was occupied.

PART II: INCOME AND EXPENSE STATEMENT (FOR ALL PROPERTIES EXCEPT HOTELS)

If the property had no income to report for 2006 (due to renovation, construction, being newly acquired, etc.) do not complete Part II. If the property generated income of any kind, however – whether to the owner or to any other filer or other related person or entity – from the operation of a business, provision of services to tenants, rent, leases, or fees, you must complete Part II.

SECTION I - REPORTING PERIOD

Indicate whether the RPIE filing is for a calendar, fiscal or partial year, and enter the start and end dates of the reporting period.

NOTE: *When completing Sections J through P, report the property's actual income and expenses only. Do not list negative figures on the statement to reflect unrealized or potential income such as free rent, uncollected income or credits due. Finance will disregard all negative figures if they are included on the income and expense statement.*

SECTION J - INCOME FROM REAL ESTATE

For each applicable category of property and/or income, enter the number of units and annual income derived in the columns provided.

Number of Units -- refers to the number of rental units, such as apartments, stores, parking spaces, offices, etc., depending on the type of property.

Annual Income -- refers to the total rent received or accrued for space that is occupied by tenants.

The following information is intended to define or clarify the categories listed as 11-14:

11. **Owner-occupied or Owner-related Space:** This refers to the number of units in any space that the owner or other filer uses for his/her own residence or business that could otherwise be rented. Also, include any space occupied by persons or entities related to the owner or other filer (such as the superintendent), even if rent is charged.
12. **Ancillary Income:**
 - a. *Operating Escalation Income* – Enter any additional rent that is received or accrued above the base rent, as provided in the lease, for pass-throughs or increases in operating expenses, porters' wages, Consumer Price Index clauses, etc.
 - b. *Real Estate Tax Escalation* – Enter any additional rent that is received or accrued above the base rent, as provided in the lease, for pass-throughs or increases in real estate taxes.
 - c. *Sales of Utility Services* – This refers to the gross amount that is received or accrued from the sale of utilities and services, such as electricity, gas, steam, water, air conditioning, and telecommunications. Do not deduct the landlord's costs.
 - d. *Sale of Other Services* – Other services include the gross amount received or accrued for laundry, valet services, vending machines, etc.
 - e. *Government Rent Subsidies* – These are direct rent subsidies that are received or accrued, as well as any abatement of real estate taxes or carry-over amount that is received or accrued for the Senior Citizen Rent Increase Exemption (SCRIE), Federal Section 8 housing subsidies, and similar programs.
 - f. *Signage/Billboard* – Indicate the amounts received from renting any signage or billboard space anywhere on your property.
 - g. *Cell Towers* – Indicate the amounts received for placing a cell tower or antenna anywhere on your property.
13. **Other:** Other income should include any income that is derived from the property that has not been specified previously. Typical examples in this category are common area maintenance income or common area rental charges. Do not include interest on bank accounts or tenants' deposits. You must itemize the sources of this income.
14. **Total Income from Real Estate:** Enter the total number of units (the sum of lines 3 through 13) and the total income from real estate on this line in the appropriate column.

SECTION K - INCOME FROM BUSINESS

Complete this section only if the property is used to operate a business such as a theater, gas station, department store, garage, parking lot, or car wash.

For each source of income listed, enter the annual amount of income generated by that source in 2006. Total all income from lines 15 to 20 plus 21d (Net Department Store Sales) and enter it on line 22. To compute Net Department Store Sales on line 21d, subtract 21b from 21a and add 21c (i.e., $21a - 21b + 21c = 21d$).

SECTION L - EXPENSES

Use this section to report operating expenses, including the expense of providing services to tenants. Do not include the following:

- Amortization of acquisitions or mortgage costs
- Capital improvements
- Depreciation
- Interest
- Income and Real Estate taxes
- Officers' and directors' compensation
- Rent
- Commercial rent tax
- Reserves
- Expenses related to business or personal use of the property by the owner or other filer or a related person or entity, and

Enter the total amount paid or incurred for the following items during 2006 in the income column at the right:

23. **Fuel:** Include the amounts paid or incurred for fuel oil, gas or steam, including gas provided to tenants.
24. **Light and Power:** Enter the amount paid or incurred for electricity, including electricity provided to tenants. Do not include electricity consumed by the owner or other filer(s) for personal or business use.
25. **Cleaning Contracts:** Include the amount paid or incurred for contracts with cleaning-service companies or individual cleaners.
26. **Wages and Payroll:** Enter all wages, related payroll taxes, and employee benefits paid to or incurred for building-maintenance employees who work at the property. Do not include salaries of employees who work in any off-site management office.
27. **Repairs and Maintenance:** Enter the amounts paid or incurred for contracts with maintenance companies. Include any amounts that were paid for routine repair services for and for material or parts used for repairs. Do not include reserves for replacements.
28. **Management and Administration:** Enter the amount paid or incurred for contracts with a management company. Include office expenses and legal/accounting services related to the operation of the property.
29. **Insurance (annual):** Enter the annual charges paid or incurred for fire, liability, and other insurance premiums paid to protect the real property. Pro-rate multi-year premiums to derive an average annual expense.
30. **Water and Sewer:** Enter the amount paid or incurred for water and sewer frontage or usage.
31. **Advertising:** This refers to the amount paid or incurred for advertising space available for rent.
32. **Interior Painting and Decorating:** Include the cost of contract services and materials for interior painting and interior decoration.
33. **Amortized Leasing and Tenant Improvement Costs (Leasing Commissions):** Include the amounts paid to or incurred for brokers' commissions for renting space in the property and for tenant work that was done by the landlord. If the lease is for more than one year, the total broker's commission should be pro-rated to determine the "annual" expense for this form (and each year thereafter).
 - Tenant improvements are costs that are incurred by the owner or filer for interior construction work to accommodate a tenant pursuant to the terms of a lease or associated work letter. The total cost of these improvements should be pro-rated over the life of the lease to determine the "annual" expense for this form.
34. **Miscellaneous:** Use the lines provided to itemize any other expenses that were paid or incurred during the 2006 tax year, related to the operation and maintenance of the property. Include the following: BID charges, common-area maintenance charges, dues and fees, security services, and commercial waste removal. Specify each type of miscellaneous expense and its total dollar amount. Attach additional sheets, if needed.
35. **Total Expenses:** Enter the total expenses (the sum of lines 23 through 34) in the appropriate column on this line.

PART III: INCOME AND EXPENSE STATEMENT FOR HOTELS ONLY

This income and expense statement is to be completed for hotel and motel properties.

1-2. Indicate whether the RPIE filing is for a calendar, fiscal or partial year, and enter the start and end dates of the reporting period.

The following information is intended to define or clarify the categories recently added to the Hotel/Motel Income and Expense Statement.

5. **Rental Tenants:** Except for tenants related to the hotel operator, provide the amounts received for each of the following categories: apartments (including permanent tenants), stores, restaurants, offices and any other leased areas.
7. **Signage/Billboard:** Indicate the amounts received from renting any signage or billboard space anywhere on your property.
8. **Cell Towers:** Indicate the amounts received for placing a cell tower or antenna anywhere on your property.

PART IV: RPIE CERTIFICATION

All RPIE filers must certify their RPIE submission by signing Part IV of this form in the box provided. Please also print your name and write the date.



FINANCE
NEW YORK
THE CITY OF NEW YORK
DEPARTMENT OF FINANCE
nyc.gov/finance

RPIE-2006 CONFIDENTIAL

REAL PROPERTY INCOME AND EXPENSE FORM

MAIL TO NYC DEPARTMENT OF FINANCE, RPIE PROCESSING, 345 ADAMS STREET, 3RD FLOOR, BROOKLYN, NY 11201

PART I: OWNER AND PROPERTY INFORMATION

PLEASE READ THE RPIE-2006 INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

SECTION A - OWNER INFORMATION

1a. Owner's Name: _____

b. Owner's Employer Identification Number: ■ OR c. Owner's Social Security Number: ■ ■

d. Additional Owner's Name: _____

e. Additional Owner's Employer Identification Number: ■ OR f. Additional Owner's Social Security Number: ■ ■

g. Additional Owner's Name: _____

h. Additional Owner's Employer Identification Number: ■ OR i. Additional Owner's Social Security Number: ■ ■

2a. Filer's Name (if different from the owner): _____

b. Filer's Employer Identification Number: ■ OR c. Filer's Social Security Number: ■ ■

d. Filer's Relationship to the Property: _____

SECTION B - CONTACT INFORMATION

3. Contact Name: _____ 4. Firm Name: _____

5. Telephone #: _____ 6. E-mail Address: _____ 7. Group Filer #: _____

SECTION C - PROPERTY IDENTIFICATION

8. Address of Property: _____

9a. Borough: _____ b. Block: _____ c. Lot: _____ 10. Building Class: _____

11. Condominiums filing for multiple lots, please indicate if this filing covers:

a. Entire Condominium from lot _____ to lot _____

b. All lots within a range from lot _____ to lot _____; from lot _____ to lot _____

from lot _____ to lot _____; from lot _____ to lot _____

from lot _____ to lot _____; from lot _____ to lot _____

Attach additional sheet if necessary.

SECTION D - RPIE EXEMPTIONS

TO BE COMPLETED ONLY IF YOU ARE NOT REQUIRED TO FILE AN RPIE

12. I am not required to file an RPIE for this year because my property:

a. has an **actual assessed value of \$40,000 or less.**

b. is **exclusively residential** with 10 or fewer apartments.

c. is **primarily residential** with 6 or fewer apartments and no more than one commercial unit.

d. is a **residential cooperative** apartment building with less than 2,500 square feet of commercial space (not including garage space).

e. is an **individual residential condominium unit** that is not part of a group of rental units that makes up the majority of the development.

f. is rented exclusively to a **related person or entity.**

g. is **occupied exclusively by the owner** but is not a: department store with 10,000 or more gross square feet; hotel or motel; parking garage or lot; power plant; or theater.

h. is owned and used exclusively by a fully exempt **not-for-profit organization or government entity** and generates no rental income.

i. is **vacant or uninhabitable** and non-income-producing because of an impending demolition.

j. is **vacant, non-income-producing** land.

IF YOU CLAIMED AN EXEMPTION ABOVE, PLEASE SKIP TO PART IV: RPIE CERTIFICATION. YOU MAY ALSO WANT TO CONSIDER FILING ELECTRONICALLY. VISIT THE FINANCE WEBSITE AT NYC.GOV/RPIEFORM.

SECTION E - PROPERTY USE AND VACANCY INFORMATION

13. Description:

a. Total # of Units: _____ b. # of Residential Units: _____ c. # of Commercial Units: _____

d. # of Buildings: _____ e. # of Stories: _____ f. Year of Purchase: _____

Indicate the percentage of the space in the building that was vacant as of the end of the reporting period.

	Percentage Vacant
14. Residential:	
15. Office:	
16. Retail:	
17. Loft:	
18. Factory:	
19. Warehouse:	
20. Storage:	
21. Garage/Parking:	
22. Hotel:	
23. Other:	
24. Other:	
25. Other:	

Provide approximate gross square footage for each of the following uses, by the location in the property.

	A. Outdoor Space	B. Basement	C. First Floor	D. Second Floor	E. Third Floor and Above (Indicate highest floor # _____)
26. Residential:					
27. Office:					
28. Retail:					
29. Loft:					
30. Factory:					
31. Warehouse:					
32. Storage:					
33. Garage/Parking:					
34. Hotel:					
35. Other:					
36. Other:					
37. Other:					

SECTION F - ADDITIONAL INFORMATION REQUIRED FROM SPECIFIC PROPERTY TYPES

TO BE COMPLETED ONLY IF THE PROPERTY IS A COOPERATIVE OR CONDOMINIUM

38. Indicate the Property Type: a. COOPERATIVE b. CONDOMINIUM

	A. # of Units	B. Monthly Income (\$)
39. Unsold Occupied Units:		
40. Commercial Units that are Leased:		
41. Commercial Units Owned and Occupied by a Cooperative/Condominium Owner:		

SECTION F - ADDITIONAL INFORMATION REQUIRED FROM SPECIFIC PROPERTY TYPES - Continued
TO BE COMPLETED ONLY IF THE PROPERTY IS A HOTEL OR MOTEL

42. Name of Hotel or Motel: _____
- a. Is the hotel managed by an entity that is unrelated to the filer? YES NO
- b. Does any individual, business or institutional user of hotel rooms have proprietary rights to use the rooms? YES NO
- c. If "YES", describe: _____
43. Total # of Rooms: _____
- a. # of Transient Rooms: _____
- b. # of Permanent Rooms: _____
- c. # of Keys: _____
- d. Occupancy Rate for 2006: _____

ROOM RATES (RACK RATES AS OF 12/31/2006)

44. Room Type	45. Number of Rooms	46. Single Rate (\$)	47. Double Rate (\$)
a.		rms.	rms.
b.		rms.	rms.
c.		rms.	rms.
d.		rms.	rms.
e.		rms.	rms.

TO BE COMPLETED ONLY IF THE PROPERTY CONTAINS ANY PARKING-RELATED SPACE

48. Outdoor Parking Information:
- a. # of Outdoor Parking Spaces: _____
- b. # of Paid Outdoor Parking Spaces: _____
- c. Monthly Rate Per Space: \$ _____
49. Indoor Parking Information:
- a. # of Indoor Garage Spaces: _____
- b. # of Paid Indoor Garage Spaces: _____
- c. Monthly Rate Per Space: \$ _____

TO BE COMPLETED ONLY IF THE PROPERTY IS A THEATER

50. # of Theater Seats: _____

SECTION G - LEASE INFORMATION

51. Is any part of the property subject to a triple net lease?..... YES NO
- If "YES," answer a and b below:
- a. What percentage of the gross square footage is subject to a triple net lease?..... _____ %
- b. What percentage of the income is derived from a triple net lease?..... _____ %
52. Is there a ground lease on the property?..... YES NO
- If "YES", indicate the term of the ground lease: a. From ____/____/____ To ____/____/____
53. Owner Occupancy: Is any part of this property owner-occupied?..... YES NO
- If "YES", answer a and b below:
- a. Percentage that is owner-occupied: _____ % b. Gross square footage that is owner-occupied: _____
- c. For residential property, list the number of units occupied by the owner and/or superintendent: _____ units.

SECTION G - LEASE INFORMATION - Continued

THIS SCHEDULE MUST BE COMPLETED IF YOUR PROPERTY HAD ANY COMMERCIAL LEASES DURING THE FILING PERIOD.

AS OF / /

	1 Tenant's Name	2 Floor # or Range	3 Full or Partial	4 Gross Square Feet	5 Primary Use	6 Base Year of Lease	7 Lease Term (# of years)	8 Current Rent (\$ per year)	9 Electricity (\$ per year)	10 Pass Through Charges	11 Next Es- calation Date	12 New Rent (\$ per year)
a												
b												
c												
d												
e												
f												
g												
h												
i												
j												
k												
l												
m												
n												
o												

Attach additional pages as needed and continue lettering the rows alphabetically (after letter z, continue with aa, ab, ac, etc.)

SECTION H - INCOME AND EXPENSE STATEMENT FILING EXCEPTIONS

54. I am not required to file the RPIE-2006 PART II or PART III Income and Expense Statement. Indicate the reason for this exception below:
- a. I filed a Tax Commission Income and Expense Schedule containing full calendar (2006) or full fiscal year (2006-2007) income and expense information.
 - b. I purchased my property in 2007.

GO TO PART IV AND SIGN THE RPIE CERTIFICATION

55. I am not required to file the RPIE-2006 PART II or PART III Income and Expense Statement for the entire year because I purchased, built or renovated my property in 2006. Indicate the reason for this exception below:
- a. I purchased this property in an **arms length transaction during the 2007 reporting period** and a 12-month statement is not available.
 - b. The property **was unoccupied** while under construction or renovation during the 2006 reporting period.
 - c. The property was available for use but was **entirely vacant** for one or more months during the 2006 reporting period.

END OF RPIE-2006 PART I: OWNER AND PROPERTY INFORMATION

**IF APPLICABLE, CONTINUE ON TO
PART II: INCOME AND EXPENSE STATEMENT (FOR ALL PROPERTIES EXCEPT HOTELS)**

OR

PART III: INCOME AND EXPENSE STATEMENT FOR HOTELS ONLY

AND

COMPLETE AND SIGN PART IV: RPIE CERTIFICATION

FILING DEADLINE: SEPTEMBER 5, 2007

PART II: INCOME AND EXPENSE STATEMENT (FOR ALL PROPERTIES EXCEPT HOTELS)

SECTION I - REPORTING PERIOD

1. The income and expense statement is for a: a. Calendar Year b. Fiscal Year c. Partial Year
 2. Please indicate the period covered in this statement: From ___/___/___ To ___/___/___

SECTION J - INCOME FROM REAL ESTATE. Do not list any negative figures.

	# of Units	Income (\$ per year)
3. Residential.....		
a. Regulated.....		
b. Unregulated.....		
4. Office.....		
5. Retail.....		
6. Loft.....		
7. Factory.....		
8. Warehouse.....		
9. Storage.....		
10. Garages/Parking.....		
11. Owner-Occupied or Owner-Related Space.....		
12. Ancillary Income		
a. Operating Escalation.....		
b. Real Estate Tax Escalation.....		
c. Sale of Utility Services.....		
d. Sale of Other Services.....		
e. Government Rent Subsidies.....		
f. Signage/Billboard.....		
g. Cell Towers.....		
13. Other: (detail other uses below)		
a.		
b.		
c.		
14. Total Income from Real Estate		

SECTION K - INCOME FROM BUSINESS. Do not list any negative figures.

	Income (\$ per year)
15. Merchandise.....	
16. Food and Beverage.....	
17. Parking.....	
18. Automotive Fuel.....	
19. Admissions.....	
20. Other Sales.....	
21. Department Store Sales	
a. Gross Department Store Sales.....	
b. Returns and Refunds.....	
c. Leased Departments.....	
d. Net Department Store Sales.....	
22. Total Income from Business	

SECTION L - EXPENSES. Do not list any negative figures.

	Expenses (\$ per year)
23. Fuel.....	
24. Light and Power.....	
25. Cleaning Contracts.....	
26. Wages and Payroll.....	
27. Repairs and Maintenance.....	
28. Management and Administration.....	
29. Insurance (annual).....	
30. Water & Sewer.....	
31. Advertising.....	
32. Interior Painting and Decorating.....	
33. Amortized Leasing and Tenant Improvement Costs (leasing commissions) (itemize below) ...	
a.	
b.	
34. Miscellaneous Expenses: (itemize below).....	
a.	
b.	
c.	
35. Total Expenses	

PART III: INCOME & EXPENSE STATEMENT FOR HOTELS ONLY

SECTION M - REPORTING PERIOD

1. The income and expense statement is for a: a. Calendar Year b. Fiscal Year c. Partial Year
 2. Please indicate the period covered in this statement: From ____/____/____ To ____/____/____

SECTION N - INCOME. Do not list any negative figures.

	Income (\$ per year)
3. Departmental	
a. Rooms.....	
b. Food and Beverage.....	
c. Telephone.....	
d. Conferences and Exhibits.....	
e. Parking.....	
f. Other Department.....	
4. Total Departmental Income	
5. Rental Tenants	
a. Apartments, including Permanent Tenants.....	
b. Stores.....	
c. Restaurants.....	
d. Offices.....	
e. Others.....	
6. Total Rental Tenants	
7. Signage/Billboard.....	
8. Cell Towers.....	
9. Other (describe): a. _____ b. _____ c. _____	
10. Total Income	

SECTION O - EXPENSES. Do not list any negative figures.

	Expenses (\$ per year)
11. Departmental.....	
a. Rooms.....	
b. Food and Beverage.....	
c. Telephone.....	
d. Other Departments (describe): _____	
12. Total Departmental Expenses	
13. Undistributed Operating	
a. Administrative and General.....	
b. Marketing.....	
c. Management Fee.....	
d. Franchise Fee.....	
e. Energy.....	
f. Property Maintenance.....	
g. Insurance.....	
h. Other Operating (describe): a. _____ b. _____ c. _____	
14. Total Undistributed Operating Expenses	
15. Total Operating	
16. Financial and Other (describe): _____	
17. Total Expenses	

SECTION P - RECAPITULATION, FURNITURE, FIXTURES AND EQUIPMENT. Do not list any negative figures.

	Amount (\$ per year)
18. Recapitulation.....	
a. Net Departmental Income.....	
b. Net Operating Income.....	
c. Net Income.....	
19. Furniture, Fixtures and Equipment (FF & E) Used in Hotel Operations.....	
a. Is there a reserve for FF & E ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Contribution to reserve in reporting year.....	\$
c. Cost of items purchased in reporting year.....	\$
d. Book cost of all FF & E at year end.....	\$
e. Depreciation of FF & E for reporting year.....	\$
f. Book cost less accumulated depreciation.....	\$

PART IV: RPIE CERTIFICATION

I hereby certify that I am the owner or other person responsible for the payment of taxes, or the person authorized by the owner or taxpayer to make this statement. I certify that all information contained in this statement is true and correct to the best of my knowledge and belief. I understand that the willful making of any false statement of material fact herein will subject me to the provisions of law relevant to the making and filing of false instruments and will render this statement null and void.

Signature

Name (print)

Date

PRIVACY ACT NOTIFICATION

The Federal Privacy Act of 1974, as amended, requires agencies requesting Social Security Numbers to inform individuals from whom they seek this information as to whether compliance is voluntary or mandatory, why the request is being made and how the information will be used. The disclosure of Social Security Numbers by owners is mandated by Section 11-102.1 of the Administrative Code of the City of New York. Disclosure by lessees is voluntary. Disclosure is requested to facilitate the processing of real property income and expense data. Such data, including any Social Security Numbers so disclosed, are used for tax administration purposes. The data, including any Social Security Numbers, may be further disclosed to other departments or agencies, or to persons employed by such departments or agencies, only for such purposes, or as otherwise provided by law or judicial order.