

# RPIE-2014-B

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## **Real Property Income and Expense Form and Instructions for Owners Excluded from the RPIE Filing Requirement (Voluntary Filers)**

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NYC Department of Finance  
RPIE-B Processing  
66 John Street, 12th Floor  
New York, NY 10038



**I am filing RPIE-2014-B because my property:** (You only need to check one box.)

- If none of the above applies, you have the wrong form.** File eRPIE-2014 at [nyc.gov/rpie](http://nyc.gov/rpie). You may request a waiver from e-filing if you meet the requirements of the waiver application. *For more information, call 311 (Outside New York City: 212-639-9675. TTY: 212-504-4115.) or download the form from [nyc.gov/rpie](http://nyc.gov/rpie) as soon as possible.*

[illegible]

1. Contact Name: \_\_\_\_\_ 2. Firm Name: \_\_\_\_\_

3. Address: \_\_\_\_\_  
NUMBER AND STREET

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. Telephone #: \_\_\_\_\_ 5. E-mail Address: \_\_\_\_\_

|                                   | Total Number of Units | Owner/Owner-related Occupancy % | Vacancy % as of Jan 5, 2015 | Income (\$ per year) |
|-----------------------------------|-----------------------|---------------------------------|-----------------------------|----------------------|
| 1. Commercial Income .....        |                       | %                               | %                           | \$                   |
| 2. Residential Income .....       |                       | %                               | %                           | \$                   |
| 3. Cell Site Income .....         |                       |                                 |                             | \$                   |
| 4. Signage/Billboard Income ..... |                       |                                 |                             | \$                   |
| 5. Total Income from Real Estate. |                       |                                 |                             | \$                   |

**SECTION D - PROPERTY OPERATING EXPENSES**

|                                | Expenses<br>(\$ per year) |
|--------------------------------|---------------------------|
| 1. Utilities .....             |                           |
| 2. Other .....                 |                           |
| 3. <b>Total Expenses</b> ..... |                           |
| *Real Estate Taxes .....       |                           |
| *Bad Debt .....                |                           |
| *Depreciation .....            |                           |
| *Mortgage Interest .....       |                           |

**\*NOTE:** Real estate taxes, bad debt, depreciation and mortgage interest should not be included when tallying Total Expenses. These expenses are not eligible for valuing real estate for NYC property tax purposes.

**SECTION E - 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.

# RPIE-2014-B - REAL PROPERTY INCOME AND EXPENSE FORM FOR OWNERS EXCLUDED FROM THE RPIE FILING REQUIREMENT INSTRUCTIONS

Submit online at: [nyc.gov/rpie](http://nyc.gov/rpie)

Or mail to: NYC Department of Finance, RPIE-2012-B Processing, 66 John Street, 12th Floor, New York, NY 10038

## GENERAL INFORMATION AND INSTRUCTIONS FOR THE RPIE-2014-B

Owners of certain income-producing properties are required to file annual Real Property Income and Expense ("RPIE") statements with the Department of Finance ("Finance"). Finance uses the information from these statements to estimate the market value of property for tax purposes. Finance may use RPIE data that is specific to a particular property or data from comparable properties.

Some income-producing properties, however, are excluded from RPIE filing. Owners of these properties may wish to voluntarily provide Finance with information about their property. These owners would use form RPIE-2014-B to provide voluntary property information.

To determine if you are excluded from RPIE filing and eligible to file the RPIE-2014-B form, see the instructions from the full Real Property Income and Expense Form.

### SECTION A - IDENTIFICATION OF PROPERTY AND PERSON OR ENTITY FILING

1. Enter the complete address of the property (including street, city, state, and zip code).
2.
  - a. Enter the borough designation where the property is located.  
1 = Manhattan; 2 = the Bronx; 3 = Brooklyn; 4 = Queens; 5 = Staten Island
  - b. Enter the Block Number designation for the property.
  - c. Enter the Lot Number designation for the property.

If the Borough/Block/Lot (BBL) is not known for the property, it can be obtained online at [nyc.gov/bbl](http://nyc.gov/bbl) or you can call 311.
3.
  - a. Enter the name of the person filing the RPIE-2014-B form, whether this is the owner or someone else.
  - b. Indicate the relationship of the filer to the property. 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 requested information.
  - c-d. Enter either the filer's Employer Identification Number (EIN) or Social Security Number (SSN).

### SECTION B - CONTACT INFORMATION

1. The contact can be any person whom the owner or filer designates who is available during business hours if Finance should have a question about the RPIE-2014-B form.
2. If the contact is not the owner or filer, provide the contact's company affiliation under firm name.
3. Enter the contact's address.
4. Enter the contact's daytime telephone number.
5. Enter the contact's e-mail address, if any.

**SECTION C - PROPERTY USE VACANCY AND INCOME INFORMATION****1. Commercial Income:**

*Units:* Enter the number of commercial units.

*Owner Occupancy/Owner Related Percentage:* Enter the percentage of commercial square feet that the owner or other filer uses for his/her own business. Also, include any space occupied by persons or entities related to the owner or other filer, even if rent is charged.

*Vacancy Percentage as of January 5, 2015:* Indicate the percentage commercial space that was vacant (unoccupied and un-leased, generating no income) as of the taxable status date--January 5, 2015.

**PLEASE NOTE: If the sum of total owner and/or owner related occupancy and total vacancy exceeds 25%, please consider using the RPIE-2014 standard form to give more detail on these items.**

**Income (\$ per year):** Total the following categories of income and report under Commercial Income:

- a. *Commercial Rental Tenants:* Amount received for the following categories: office, store, retail tenants, restaurants, offices and any other leased commercial areas. Exclude residential rent and rent from tenants related to the property owner.
- b. *Sale of Utility Services:* Gross amount received from the sale of utilities and services, such as electricity, gas, steam, water, air conditioning, and telecommunications. Do not deduct the landlord's costs.
- c. *Sale of Other Services:* Gross amount received for laundry, valet services, vending machines, etc.
- d. *Operating Escalation Income:* Any additional rent received above the base rent, as provided in the lease, for pass-throughs or increases in operating expenses, porters' wages, Consumer Price Index clauses, etc.
- e. *Real Estate Tax Escalation:* Any additional rent received above the base rent, as provided in the lease, for pass-throughs or increases in real estate taxes.
- f. *Storage.*
- g. *Garage/parking.*
- h. *Factory.*
- i. *Warehouse.*
- j. *Other income:* Any income generated by the property that has not been previously specified; typical examples include common area maintenance income or common area rental charges. **Do not include interest on bank accounts or tenants' deposits.**

**2. Residential Income:**

*Units:* Enter the number of residential units.

*Owner Occupancy/Owner Related Percentage:* Enter the percentage of residential units that the owner or other filer uses for his/her own residence. 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.

*Vacancy Percentage as of January 5, 2015:* Indicate the percentage residential space that was vacant (unoccupied and un-leased, generating no income) as of the taxable status date--January 5, 2015.

**PLEASE NOTE: If the sum of total owner and/or owner related occupancy and total vacancy exceeds 25%, please consider using the RPIE-2014 standard form to give more detail on these items.**

**Income (\$ per year):** Total the following categories of income and report under Residential Income:

- a. *Residential Regulated Tenants:* Amount received for regulated apartments. Regulated apartments are subject to rent control and/or rent stabilization. For more information, please contact the Rent Guidelines Board at [www.nycrgb.org](http://www.nycrgb.org).
- b. *Residential Unregulated Tenants:* Amount received for unregulated apartments.
- c. *Government Rent Subsidies:* Portion of rent that comes from direct rent subsidies that are received, as well as any abatement of real estate taxes or carry-over amount that is received for the Senior

Citizen Rent Increase Exemption (SCRIE), Federal Section 8 housing subsidies, and similar programs. Only the portion of rent that comes from government rent subsidies should be included in this calculation. **Do not double count any rent paid directly by the tenant.**

**3. Cell Site Income:**

*Units:* Enter the number of cell towers or antennae anywhere on the property.

*Income:* \$ Amount received for placing a cell tower or antenna anywhere on the property.

**4. Signage/Billboard Income:**

*Units:* Enter the number of rented signs or billboards anywhere on the property.

*Income:* \$ Amount received for renting any signs or billboards anywhere on the property

*Total Real Estate Income:* Total income (sum of lines 1-4)

## SECTION D - PROPERTY OPERATING EXPENSES

Use this section to report operating expenses for your property. Allowable expenses include those associated with providing services to tenants, property management and property administration. Enter the total expenses for 2014.

**1. Utilities:** Include total expenses for:

- a. *Fuel:* Total for fuel oil, gas or steam, including gas provided to tenants.
- b. *Light and Power:* Amount paid for electricity, including electricity provided to tenants. Do not include electricity consumed by the owner or other filer(s) for personal or business use.
- c. *Water and Sewer:* Amount paid or incurred for water and sewer frontage or usage.

**2. Other:** Include total expenses for:

- a. *Cleaning Contracts:* Include contracts with cleaning-service companies or individual cleaners.
- b. *Wages and Payroll:* Include all wages, related payroll taxes and employee benefits for building maintenance employees who work at the property. Do not include salaries of employees who work in any off-site management office.
- c. *Repairs and Maintenance:* Amounts paid or incurred for contracts with maintenance companies. Include any amounts that were paid for routine repair services and for material or parts used for repairs. Do not include reserves for replacements.
- d. *Management and Administration:* Amount paid or incurred for contracts with a management company. Include office expenses and legal/accounting services related to the operation of the property.
- e. *Insurance (annual):* Annual charges for fire, liability, and other insurance premiums paid to protect the real property. Pro-rate multi-year premiums to calculate an average annual expense.
- f. *Advertising:* Amount paid or incurred for advertising space available for rent.
- g. *Interior Painting and Decorating:* Cost of contract services and materials for interior painting and interior decoration.
- h. *Miscellaneous:* The miscellaneous field should be reserved for petty cash, lease buy-out, special assessments and sundry.

**Do not include real estate taxes, bad debt, depreciation or mortgage interest in Other expenses.** While these may be listed in this section, they are not eligible for valuing real estate for NYC property tax purposes. Also do not include amortized leasing costs or amortized tenant improvement costs. If you want to itemize these two costs, please use the RPIE-2014 standard form.

**Total Expenses:** Total expenses (the sum of lines 1 through 2).

## SECTION E - RPIE CERTIFICATION

The person who files this RPIE-2013-B form must sign and date the form, or it will not be accepted.