

INSTRUCTIONS FOR COMPLETING INCOME & EXPENSE FORM

YOU MUST USE THE FORM ATTACHED.

WHO MUST FILE

All owners of real estate that is **not** a one, two or three family house INCLUDING WHOLLY EXEMPT PROPERTY AND CIVIC AND SOCIAL ORGANIZATIONS. The Block and Lot is on the upper left side of the mailing label.

FORM AVAILABLE ON WEBSITE

You may access this form on the City's website, cmvny.com, and fill it out online. Please be sure to complete the preprinted information on this form mailed to you on the electronic form. YOU MUST PRINT IT, HAVE IT NOTARIZED AND MAIL IT. IT CANNOT BE FILED ELECTRONICALLY. Go to "Departments and Services", then "Department of Assessment" then the button for "Income and Expense Reporting".

CO-OPERATIVES:

The 2002 audited financial statements must be filed. A copy of the building's offering plan MUST be on file in this office together with all the annual amendments. The 2002 budget must be filed.

OWNER-OCCUPIED - 100%:

Exempt from completing the income and expense portion of the form, however, all other information must be provided.

CONDOMINIUMS:

Not required to file at all.

PLEASE NOTE THE FOLLOWING

THESE FORMS ARE DUE BY MAY 1st. NO EXTENSIONS WILL BE GRANTED. Co-ops are due by June 1st.

ANY AND ALL QUESTIONS MUST BE DIRECTED IN WRITING. PLEASE DO NOT CALL.

PLEASE INDICATE A MAILING ADDRESS ON THE BOTTOM OF PAGE ONE, IF DIFFERENT FROM THAT ON THE FORM.

EVEN IF YOU ARE NOT REQUIRED TO FILE, YOU MUST CLAIM AN EXEMPTION AND FILE A NEGATIVE STATEMENT. FAILURE TO FILE WILL CAUSE PENALTIES TO BE IMPOSED.

CITY OF MT. VERNON, NEW YORK
MANDATORY AND CONFIDENTIAL
INCOME AND EXPENSE STATEMENT

Map _____ Block _____ Lot _____ Location _____

| _____ |

| _____ |

OWNER NAME: _____
OWNER ADDRESS: _____
CITY _____ STATE _____ ZIP _____

REPORTING YEAR : _____ / _____ / _____ TO _____ / _____ / _____

CLAIM FOR EXEMPTION FROM FILLING:

I am not required to complete the dollar amounts in part one and two because:

- _____ a: property is 100% owner occupied.
- _____ b: property is a 4 family residence and 25% is owner occupied
- _____ c: property is not subject to this law. State reason.

Financing Information:

1st mortgage original amount: _____ Year began _____
2nd mortgage original amount: _____ Year began _____

Capital Improvements:

The following Capital Improvements were completed in this last fiscal year.

item	amount
_____	_____
_____	_____
_____	_____

Have any MCI increases been approved or applied for in the last 3 years?

YES _____ NO _____ GRANTED? Yes _____ NO _____

DECLARATION

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 filling of false instrument and will render this statement null and void.

LS
_____ Print Name
_____ Title (Owner, Accountant, etc.)

SS. State of New York, County of Westchester

Before me came _____, to me known personally to
have signed this form in my presence

Affix Seal Notary _____ Day of _____ 20____.

INCOME INFORMATION		Map Page	BLOCK	LOT	
Rental information	Number of units	Gross sq. Ft.	Prior Yr.	Reporting Yr.	
a. Apartment					a.
b. Office					b.
c. Stores					c.
d. Garage/parking					d.
e. Warehouse/lofts					e.
f. Industrial					f.
g. Other rent					g.
h. SUBTOTAL					h.
l. Owner-occupied or owner related space					l.
j. Operating escalation income					j.
k. Real estate tax escalation					k.
l. Sales of utilities and services					l.
m. Service (laundry, valet, vending, etc.)					m.
n. Governmental rent subsidies (SCRIBE, Section 8, etc.)					n.
o. Other operating income (specify)					o.
p. TOTAL GROSS INCOME					p.
EXPENSE INFORMATION					
a. Fuel					a.
b. Light and power					b.
c. Cleaning contracts					c.
d. Wages and payroll					d.
e. Repairs and maintenance					e.
f. Management and administration					f.
g. Insurance (annual)					g.
h. Water and sewer					h.
i. Advertising					i.
j. Interior painting and decorating					j.
k. Amortized leasing and tenant improvements costs					k.
l. Miscellaneous expense (from Part 9)					l.
m. EXPENSE BEFORE REAL ESTATE TAXES (add lines a thru l)					m.
n. Real estate taxes (before any abatements)					n.
o. TOTAL EXPENSES (add lines m and n)					o.
NET PROFIT (OR LOSS)					
a. Net before real estate taxes (subtract Part 7 line m from Part 6 line p)					a.
b. Net after real estate taxes (subtract Part 7 line o from Part 6 line p)					b.
ITEMIZATION OF MISCELLANEOUS EXPENSES					
ITEM	AMOUNT	ITEM	AMOUNT		
TOTAL MISCELLANEOUS EXPENSES					
TENANTS' ELECTRICITY					

* Do tenants obtain electricity from the applicant or related a person ? _____ * Is there a separate charge in addition to the rent? _____