



RPIE- 2020

Updated April 14, 2020.

Confidential
**REAL PROPERTY INCOME AND
EXPENSE WORKSHEET**

CHECK YOUR MAILING ADDRESS. All owners must maintain a current mailing address for each property within Cook County. To check your mailing address for this property, look at the latest Property Tax Bill found at www.cookcountytreasurer.com

PART I: OWNER AND PROPERTY INFORMATION

SECTION A: OWNER/TAXPAYER INFORMATION

1.a. Taxpayer's Name _____

1.b. Daytime Phone Number _____

1.c. Taxpayer's Street Address _____

1.d. City, State, Zip _____

1.e. Date _____

1.f. Relationship to Property: Owner Former Owner Liable for Tax Tenant Liable for Tax
 Beneficiary of Trust Executor
 Other non-attorney/non-taxpayer-representative (explain): _____

1.g. Property is owner-occupied: YES NO
Owner-occupied sq. ft.: _____

If this documentation is being filed by the owner, taxpayer, or lessee of this property, ensure that you complete Section V, Part A.

If an attorney or tax representative is filing this documentation on behalf of a taxpayer, owner, or lessee, ensure that you provide the Representative Code Number below, and that Part V Section B is completed and then then detached and filed separately.

Representative Code Number (if an attorney or tax representative is filing this documentation)

Attorneys: find your code by contacting the Cook County Board of Review, (312) 603-5542

Non-attorneys: find your code by contacting our Freedom of Information Department, (312) 603-5307

SECTION B: PROPERTY IDENTIFICATION

1. Please indicate all contiguous properties that have the same owner, are operated as one economic unit and are in the same township.

2. Property Index Number (PIN)

Prorated Property

Multi-Class Property

Explain: _____

3. Check here if this property is a hotel.

4. Condominiums Filing for Multiple Pins

a. Entire Condominium from PIN _____ to _____.

b. Condominium units from PIN _____ to _____;
from PIN _____ to _____;
from PIN _____ to _____;
from PIN _____ to _____;
from PIN _____ to _____;
from PIN _____ to _____;
from PIN _____ to _____;
from PIN _____ to _____

5. Address of Property: _____

6. Township: _____

SECTION C: PROPERTY USE

1. Description:

Industrial

Commercial

Residential Apartments/ 7 units or more

Mixed Use

Specials

Condo

2. Type:

3. Additional Property Information

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

e. # of Buildings: _____ f. # of Floors: _____ g. Year of Purchase: _____

h. Total building sqft: _____ i. sqft of Commercial: _____ j. sqft of Residential: _____

SECTION D: VACANCY INFORMATION

Reporting period: the last 12 months relative to the time of your filing. Indicate the total square feet or units that were vacant (unoccupied, unleased and/or generating no income).

		Commercial/Industrial			Apartments /Condos		
		a.	b.	c.	d.	e.	f.
Filing date:	___ / ___ Month / Year	Total Sq. Ft. of Commercial/Industrial Area Occupied	Total Sq. Ft. of Commercial/Industrial Area Vacant	Total Sq. Ft. of Commercial/Industrial Area	Total Number of Residential Condos/ Apartments Occupied	Total Number of Residential Condo/ apartments Vacant	Total Number of Condo/ Apartments
Please enter vacancy information for each of the last 12 months prior to your month of this RPIE filing date. Month / Year							
1 month ago	___ / ___						
2 months ago	___ / ___						
3 months ago	___ / ___						
4 months ago	___ / ___						
5 months ago	___ / ___						
6 months ago	___ / ___						
7 months ago	___ / ___						
8 months ago	___ / ___						
9 months ago	___ / ___						
10 months ago	___ / ___						
11 months ago	___ / ___						
1 year ago	___ / ___						

END OF RPIE-2020 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)

PART II: INCOME & EXPENSE STATEMENT (FOR ALL PROPERTIES EXCEPT HOTELS)		
SECTION A: REPORTING PERIOD		
1. The income and expense statement is for a: <input type="checkbox"/> Calendar Year <input type="checkbox"/> Fiscal Year <input type="checkbox"/> Partial Year		
2. Please indicate the period covered in this statement: From _____ - _____ To _____ - _____		
3. Additional income and expense statements submitted for years: <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019		
SECTION B: INCOME FROM REAL ESTATE. Do not list any negative figures.		
	# of units	Income (\$ per year)
1. a. Residential Subsidized (If an amount is entered as Income, you must also enter the # of units)		
b. Residential Unsubsidized (If an amount is entered as Income, you must also enter the # of units)		
c. Total Residential Income - see instructions		
2. Office		
3. Retail Tenants		
4. Loft		
5. Factory		
6. Warehouse		
7. Storage		
8. Garages/Parking		
9. Owner-Occupied or Owner-Related Space		
10. 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		
11. Other (detail other uses below):		
a.		
b.		
c.		
12. Total Income from Real Estate		
SECTION C: INCOME FROM BUSINESS. Do not list any negative figures.		
Owner Occupied		Income (\$ per year)
1. Merchandise		
2. Food and Beverage		
3. Parking		
4. Automotive Fuel		
5. Admissions		
6. Other Sales		
7. Department Store Sales		
a. Gross Department Store Sales		
b. Returns and Refunds (Deduct from Gross Department Store Sales)		
c. Leased Departments		
d. Net Department Store Sales		
8. Total Income from Business		

SECTION D: PROPERTY OPERATING EXPENSES. Do not list any negative figures.

	Expenses(\$ per year)
1. Fuel	
2. Light and Power	
3. Cleaning Contracts	
4. Wages and Payroll	
5. Repairs and Maintenance	
6. Management and Administration	
7. Insurance (annual)	
8. Waste	
9. Phone	
10. Internet	
11. Other utilities	
12. Water & Sewer	
13. Advertising	
14. Interior Painting and Decorating	
15. Amortized Leasing Costs (annualized, pro-rated cost)	
16. Amortized Tenant Improvement Costs (annualized, pro-rated cost)	
17. Miscellaneous Expenses: (not all deducted by Finance during valuation)	
a.	
b.	
c.	
d.	
18. Total Expenses	
19. Real Estate Taxes, Bad Debt, Depreciation and Mortgage Interest	
(These expenses are not included when tallying Total Expenses)	

PART III: INCOME & EXPENSE STATEMENT FOR HOTELS ONLY. Reporting period: 2019 operating year.

SECTION A: HOTEL AND OPERATING INFORMATION.

1. Name of the Hotel or Motel: _____

2a. Total # of Guest Rooms: _____ 2b. # of Transient Rooms: _____ 2c. # of Permanent Rooms: _____

3. 2019 Occupancy Rate: _____ 4. 2019 Average Daily Rate - Guest Rooms _____

5. 2019 RevPAR: _____ 6. Operating Company: _____

SECTION B: INCOME. Please do not list any negative figures.

	Income(\$ per year)
1. Departmental	
a. Rooms	
b. Food and Beverage	
c. Telecommunications	
d. Conferences and Exhibits (include equipment rental)	
e. Parking	
f. Other Departmental Revenues	
2. Total Departmental Income	
3. Rental Tenants	
a. Apartments	
b. Stores	
c. Restaurants	
d. Offices	
e. Other Rental Revenues	

Cook County Assessor
Real Property Income and expense worksheet

4. Total Rental Tenants income	
5. Signage and Billboard Revenue	
6. Cell Tower Revenue	
7. Other income (please describe): _____	
8. Total Income	
SECTION C: EXPENSES. Do not list any negative figures.	
	Expenses(\$ per year)
1. Operating Expenses	
a. Guest Rooms	
b. Food and Beverage	
c. Telecommunications	
d. Other Departments Expenses	
2. Total Departmental Expenses	
3. Undistributed Operating Expenses	
a. Administrative and General	
b. Food and Beverage	
c. Marketing	
d. Management Fee	
e. Franchise Fee	
f. All Utilities	
g. Property Maintenance	
h. Insurance	
i. Other Operating Expenses	
j. Reserve for Replacement	
k. Real Estate Taxes	
l. Other Costs	
4. Total Undistributed Operating Expenses	
5. Total Operating Expenses	
6. Financial and Other (describe): _____	
7. Total Expenses	
SECTION D: FURNITURE, FIXTURES, AND EQUIPMENT. Do not list any negative figures.	
	(\$ per year)
1. Net Operating Income	
2. Net Income	
3. 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	
4. Other CAPX expenses in the reporting year	
Please describe: _____	

PART IV: Additional Information

SECTION A: Enclosed Attachments

- Appraisal
- Rent Roll
- Leases
- Photographs
- Income and Expense Statements
 - 2019
 - 2018
 - 2017
 - 2016
- Star report

- Utility Bill
- 1044 Schedule E
 - 2019
 - 2018
 - 2017
 - 2016
- Sale Contract
- Building Permit

CONTINUE ON TO PART V: FILER INFORMATION.

SECTION A: IF THE TAXPAYER, OWNER, OR LESSEE IS THE FILER.

OR

SECTION B: IF AN ATTORNEY OR TAX REPRESENTATIVE IS THE FILER.



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**REAL PROPERTY INCOME AND EXPENSE
WORKSHEET: VERIFICATION**

PART V: Filer Information

SECTION A: Taxpayer/Owner Filer Information

Complete this page if you are filing and are the taxpayer, owner, or lessee of this property.

1.a. Name

1.b. Date

By entering their name in the signature box and filing this form with the Cook County Assessor, the filer of the form certifies and attests to the accuracy of all the information provided in the form, either from personal knowledge or from knowledge derived from others whom the filer has ascertained to have personal knowledge of the information provided in the form. Additionally, the filer certifies that they have reviewed all of the information and certifies, that the information provided is consistent with the facts of the leasing or rental of the real estate in question, that the statements are true and correct, except as to matters therein stated to be on information and belief, and that as to such matters they certify that they verily believe the same to be true.

Signature of Taxpayer/Owner

Appeal Number (if known)



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**REAL PROPERTY INCOME AND EXPENSE
WORKSHEET: VERIFICATION**

PART V: Filer Information

SECTION B: Representative Filer Information

Complete this section ONLY to identify yourself as a representative filing Real Property Income and Expense data on behalf of a taxpayer.

If you are a taxpayer filing on your own behalf, skip/omit this page.

1. a. Representative's Name/Firm Name

1.b. Daytime Phone Number

1.c. Representative's Street Address

1.d. City, State, Zip

1.e. Date

1.f. Representative Code Number

By entering their name in the signature box and filing this form with the Cook County Assessor, the filer of the form certifies and attests to the accuracy of all the information provided in the form, either from personal knowledge or from knowledge derived from others whom the filer has ascertained to have personal knowledge of the information provided in the form. Additionally, the filer certifies that they have reviewed all of the information and certifies, that the information provided is consistent with the facts of the leasing or rental of the real estate in question, that the statements are true and correct, except as to matters therein stated to be on information and belief, and that as to such matters they certify that they verily believe the same to be true.

Signature of Filing Representative

IF COMPLETED, THIS PAGE MUST BE DETACHED AND FILED SEPARATELY.

PER THE RULES OF THE COOK COUNTY ASSESSOR, IF REPRESENTATIVE IDENTIFICATION IS FILED WITH SUBSTANTIVE DOCUMENTATION FOR AN APPEAL, THIS IS GROUNDS FOR AN APPEAL DECISION OF "NO CHANGE."

Appeal Number (if known)