

Sioux City

ASSESSOR'S OFFICE

We Value Sioux City



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Dear Commercial Property Owner:

The Sioux City Assessor's office is conducting a study of commercial properties in Sioux City to ensure the fairness and accuracy of assessments. We recognize that the income and expenses associated with the ownership of these properties is directly proportional to their market value. To this end we are asking for rents, and vacancy rates on all of the properties so we can determine what **typical** rents and vacancies are for our unique area and how our market differs from both regional and national markets.

All data that we collect will be held in strict confidence and once the data is compiled and summarized the identity of the individual submissions will be redacted to ensure privacy even within the assessor's office.

Our preference is data for a full calendar year and the year-end reports for 2013 would be very helpful. In addition, information is also requested on the total number of spaces that are available for rent. Also, please indicate total square footage. Please respond by **April 1st**.

We recognize that everyone is busy, but hopefully this will be well worth the effort and we will work very hard to earn your confidence that you are getting fair assessments. If your business is owner operated, we would appreciate a phone call or correspondence informing us. We will then notate it in the parcel for future reference.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alan Jordan', is written over a horizontal line.

Al Jordan
Sioux City Assessor

COMMERCIAL INCOME & EXPENSE

Business

Information received is confidential
and not open to public inspection.

	Annual Income (2013)
Basement Gross Potential Income (Assumes 100% Occupied)	
First Floor Gross Potential Income (Assumes 100% Occupied)	
Upper Floors Gross Potential Income (Assumes 100% Occupied)	
Other Income (Please explain)	
Other Income (Please explain)	
Gross Potential Income (Sum of all Rents)	(sum of above lines)
Vacancy & Collection Loss	(subtract)
Effective Gross Income (Sum of all Rents – Vacancy & Loss)	(total)

(In lieu of completing this form a copy of an income and expense statement may be submitted.
If a tax form is submitted accompanying schedules should be included.)

Basement: Rental Breakdown by Unit Date Effective: _____

Number of Square Feet Used	Price per Square Foot	Use (Retail, Warehouse, Shop etc)
1)	\$	
2)	\$	
3)	\$	
4)	\$	

First Floor:

Number of Square Feet Used	Price per Square Foot	Use (Retail, Warehouse, Shop etc)
1)	\$	
2)	\$	
3)	\$	
4)	\$	

Upper Floors:

Number of Square Feet Used	Price per Square Foot	Use (Retail, Warehouse, Shop etc)
1)	\$	
2)	\$	
3)	\$	
4)	\$	

EXPENSE INFORMATION

	Annual Expenses (2013)
Management/Administrative	
Insurance	
Utilities	
Maintenance/Repair & Services	
Parking Lot Maintenance	
Lawn Care	
Advertising	
Legal	
Accounting	
Taxes (Real Estate)	
Miscellaneous (Specify)	
Reserves for Replacement	

What expenses are the tenants responsible for?
