



OFFICE OF ASSESSOR COUNTY OF ALAMEDA

ADMINISTRATION BUILDING, ROOM 145, 1221 OAK STREET
OAKLAND, CALIFORNIA 94612-4288
(510) 272-3787 / FAX (510) 272-3803

**PHONG LA
ASSESSOR**

CONFIDENTIAL

SUBJECT PROPERTY

APN: _____ **USE:** _____
LOCATION: _____
PERMIT NO: _____ **DATE:** _____
TYPE: _____ **AMOUNT:** _____
DEED NO: _____ **DATE:** _____

RENTAL QUESTIONNAIRE COMMERCIAL-INDUSTRIAL

Our records indicate that you are the owner of the property identified above. Since we must stay abreast of the current real estate market we request that you return this questionnaire within 15 days. If you have this information available on another format you may attach it to this form for convenience. The legal provisions that cover this request are set forth in the cover letter enclosed. should you have any questions please call our office at (510)-272-3787 (8:30-5:00).

1. Is this property totally owner-occupied? Yes No (if yes, sign enter phone number and date, and return this form. If no, complete the entire form.)
2. Is this property partially owner-occupied? Yes No (if yes, how many square feet_____, or what percentage_____)

3. INCOME: Account for all Occupied and Vacant Areas. Attach rent roll if more than five spaces									
Tenant Or Business Name	Address/ Suite #	Net Rentable Sq. Ft. Area	Date Lease Started	Term & Options	Net or Gross	Monthly Rent at Lease Start	Current Rent/ Asking Rent/	Rent	
ex: ABC Accounting Services	#101	1,500	Jan 1999	60 mo, 1-3 yr	gross	\$1,500	\$1,800	\$1.20	
a									
b									
c									
d									
e									
Total Net Rentable Area			Total Monthly Rent and/or Asking Rent \$						

4. Is there percentage rent included above? No ___ Yes ___ If yes, amount \$ _____/mo
5. Current Annual Vacancy\ Loss \$ _____ Current Annual Collection Loss \$ _____

6. EXPENSES: For the Period of _____ 20____ through _____ 20____						
TYPE	Paid by Owner	Amount	Paid by Tenant	Amount (If Known)	Comments	
Management		\$		\$		
Interior Maintenance		\$		\$		
Exterior Maintenance		\$		\$		
Landscaping		\$		\$		
Utilities		\$		\$		
Janitorial		\$		\$		
Insurance		\$		\$		
Real Estate Taxes		\$		\$		
Other (specify):		\$		\$		

7. Have there been any structural alterations or tenant improvements? No ___ Yes ___ (if yes, please continue.)
- Tenant Name _____ Date Completed _____ Owner's cost \$ _____ Tenant's cost \$ _____
- (If more than one tenant had structural improvements, please indicate on seperate sheet and attach

I certify that this information is true and correct to the best of my knowledge:

Signature of Owner or Agent _____ Print Name _____ Telephone _____ Date _____

**STATE OF CALIFORNIA REVENUE & TAXATION CODE PROVISIONS
RELATING TO OBLIGATION OF TAXPAYER TO FURNISH INFORMATION TO
ASSESSOR**

Section 441. (d) At any time, as required by the assessor for assessment purposes, every person shall make available for examination information or records regarding his property. In this connection details of property acquisition transactions, construction and development costs, rental income, and other data relevant to the determination of an estimate of value are to be considered as information essential to the proper discharge of the assessor's duties.

Section 461. False Statement. Every person who willfully states anything which he knows to be false in any oral or written statement, not under oath, required or authorized to be made as the basis of imposing any tax or assessment, is guilty of a misdemeanor and upon conviction thereof may be punished by imprisonment in the county jail for a period not exceeding six months or by a fine not exceeding one thousand dollars (\$1,000), or by both.

Section 462. Refusal to give information. Every person is guilty of a misdemeanor who, after written request by the assessor, does any of the following:

- (a) Refuses to make available to the assessor any information which is required by subdivision (d) of section 441 of this code.
- (b) Gives a false name.
- (c) Willfully refuses to give his true name.

Upon conviction of any offense in this section, the defendant must be punished by imprisonment in the county jail for a period not exceeding six months or by a fine not exceeding one thousand dollars (\$1,000), or by both.

If the defendant is a corporation, it may be punished by an additional fine of two hundred dollars (\$200) for each day it refuses to comply with the provision of this section, up to a maximum of twenty thousand dollars (\$20,000).

Section 468. Failure to furnish information: assessor's remedy. In addition to any other remedies described in this article, if any person fails to furnish any information or records required by this article upon request by the assessor, the assessor may apply to the superior court of the county for an order requiring the person who failed to furnish such information or records to appear and answer concerning his property before such court at a time and place specified in the order. The court may so order in any county where the person may be found, but shall not require the person to appear before the court in any other county than that in which the subpoena is served.