

JOHN C. EMERSON, CFA
HERNANDO COUNTY PROPERTY APPRAISER
PHONE: (352) 754-4190
WEBSITE: www.hernandocounty.us/pa

◆ **BROOKSVILLE OFFICE** ◆
201 Howell Avenue, Suite 300
Brooksville, FL 34601-2042

Fax Numbers:

Administration (352) 754-4198
Real Property/Tangible (352) 754-4198
Exemptions/Central GIS (352) 754-4194



"To Serve & Assess With Fairness"

◆ **WESTSIDE OFFICE** ◆
7525 Forest Oaks Blvd.
Spring Hill, FL 34606-2400

Fax Numbers:

Addressing (352) 688-5060
Exemptions (352) 688-5088

Dear Commercial Property Owner:

Please consider this a formal request from the Hernando County Property Appraiser's Office to acquire the real property income and expenses regarding your property. In order to determine the value of your property, please submit all true applicable income and expenses generated for the year ending December 31, 2023.

Pursuant to Florida Statutes 193.017, Low-income housing tax credit. – Property used for affordable housing which has received a low-income housing tax credit from the Florida Housing Finance Corporation, as authorized by s. 420.5099, shall be assessed under s. 193.011 and, consistent with s. 420.5099(5) and (6), pursuant to this section.

(2) The actual rental income from rent-restricted units in such a property shall be recognized by the property appraiser.

Pursuant to Florida Statutes 195.027 (3), the Property Appraiser shall be able to obtain access to financial records relating to non-homestead property in which records are required to make a determination of the proper assessment as to the particular property in question. Access shall be provided only to those records which pertain to the property physically located in the taxing county as of January 1 of each year and to the income from such property generated in the taxing county for the year in which a proper assessment is made. All records produced by the taxpayer under the subsection – F.S. 195.027(3) – shall be deemed to be **confidential in the hands of the Property Appraiser** and shall not be divulged to any person, firm or corporation, except under court order or order of an administrative body having quasi-judicial powers in ad valorem tax matters.

Please return the following information to the **Brooksville** address listed above by **April 1, 2024**:

- Detailed income and expense information for the calendar year of 2023.
- Detailed rents as of January 1, 2024 (for the 2023 year). Please provide base rent and additional utility allowance separately. Please include a detailed rent roll including unit mix, number of each type of unit, unit number, monthly fees paid in addition to rent, deposits, and any other fees paid by the tenant.
- Expenses to include a detailed listing of all expenses for the property.

Failure to reply could result in your data not being considered in the valuation of your property. You are encouraged to respond as soon as possible and may provide your own computer-generated format to any of the items above. If you have any questions, please do not hesitate to contact Melissa Culin at (352) 754-4190 Ext. 25114, or Melissa.Culin@co.hernando.fl.us.

Thank you in advance for your cooperation.

John C. Emerson
Hernando County Property Appraiser

LIHTC & SUBSIDIZED INCOME AND EXPENSE RETURN

*****CONFIDENTIAL*****

PARCEL NUMBER AND/OR KEY NUMBER

LOCATION ADDRESS

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PROPERTY TYPE (CHECK ONLY ONE)		NUMBER OF UNITS:		UNIT MIX: (NUMBER OF EACH UNIT TYPE)		
<input type="checkbox"/>	LOW INCOME HOUSING TAX CREDIT			UNIT SF		
<input type="checkbox"/>	SUBSIDIZED HOUSING			FOR EXAMPLE		
				750	2	BEDROOM; 1 BATHROOM
PROPERTY USE					BEDROOM;	BATHROOM
<input type="checkbox"/>	GENERAL/FAMILY				BEDROOM;	BATHROOM
<input type="checkbox"/>	ELDERLY				BEDROOM;	BATHROOM
					BEDROOM;	BATHROOMS
SET-ASIDE					BEDROOM;	BATHROOM
	PERCENT OF UNITS SET ASIDE				BEDROOM;	BATHROOM
	PERCENT OF AMI				BEDROOM;	BATHROOM
					BEDROOM;	BATHROOM
	PERCENT OF UNITS SET ASIDE				BEDROOM;	BATHROOM
	PERCENT OF AMI				BEDROOM;	BATHROOM

SIGNATURE:

DATE:

PHONE NUMBER:

*****Please include owner/manager, model, and/or vacant units occupied in Section 1. Attach additional sheets if necessary.**

SECTION 1

INCOME DATA AS OF JANUARY 1, 2024 (FOR THE 2023 YEAR)

APARTMENTS		TOTAL NO. OF UNITS	YEARLY POTENTIAL GROSS INCOME	ACTUAL YEARLY INCOME COLLECTED
UNIT TYPE	NO. OF UNITS	MONTHLY BASE RENT (Average Per Unit Type)	UTILITY ALLOWANCE	TOTAL MAXIMUM ALLOWABLE RENT INCLUDING UTILITY ALLOWANCE
EFFICIENCY				
ONE BEDROOM				
TWO BEDROOM				
THREE BEDROOM				
FOUR BEDROOM				

SECTION 2**OTHER INCOME**

UTILITIES REIMBURSEMENT (ELECTRIC, WATER, SEWER, TRASH, CABLE, ETC.)

PERSONAL SERVICES (LAUNDRY, VENDING, ETC.)

SUBSIDY (GOVERNMENT OR OTHERWISE)

OTHER INCOME (SPECIFY)

EXPENSE DATA AS OF JANUARY 1, 2024 (FOR THE 2023 YEAR)

INSURANCE (REAL ESTATE ONLY)

UTILITIES (ELECTRIC, WATER, SEWER, TRASH, ETC.)

MANAGEMENT

PAYROLL

ADMINISTRATION (ADVERTISING, PROFESSIONAL FEES, OFFICE SUPPLIES, ETC.)

SUPPLIES

MAINTENANCE & REPAIRS

SERVICES (GROUNDS, POOL, ETC.)

RESERVES FOR REPLACEMENTS

OTHER (SPECIFY)

***DO NOT INCLUDE RE TAXES, DEBT SERVICE, INTEREST, DEPRECIATION, AMORTIZATION, OR CAPITAL EXPENDITURES**