



STATE OF FLORIDA
LEE COUNTY PROPERTY APPRAISER

KENNETH M. WILKINSON, C.F.A.



Mailing Address:
P.O. Box 1546
Fort Myers, Florida 33902-1546

Physical Address:
2480 Thompson Street
Fort Myers, Florida 33901-3074

Telephone: (239) 533-6100 -- (866) 673-2868 (From anywhere in continental US/Canada/Florida except 239 area code)
Facsimile: (239) 533-6160 -- **Website:** www.leepa.org

Dear Property Owner/Manager:

Each year the Lee County Property Appraiser's office is required to determine the market value of all property in our county. To assist us in valuing commercial property, we request commercial property owners provide us data relative to the operation of their business. Participation by individual owners ensures that we accurately value all commercial properties in Lee County.

On the back of this letter is a form that details the type of information we are looking for in your type of business. Typically, we use income and expense information in addition to sales transactions in the course of our valuation. Any income information you provide is confidential and is exempt from public disclosure (F.S. 195.027). Once we receive your information, it is combined with all other similar properties and is used to develop market rates for the entire class of properties.

In lieu of filling out the form, feel free to send us a copy of your 2016 income and expense statement, rent roll, property brochure, or other applicable information prepared by your accountant or bookkeeper. If you choose to submit something other than this form, please return this letter with that information so that we can accurately identify the property the data goes with.

If you purchased or sold the property before December 31st, feel free to enclose a copy of your closing statement that details the costs involved with the sale of the property and any allocations that may have been made for tangible personal property (FF&E). This information helps in the verification of the sales transaction and ensures that we treat the sales transaction properly.

To ensure that we have adequate time to process and analyze the information submitted, please submit your income and expense information as soon as you are able. Taxpayers generally submit the data to us when they have their taxes prepared, so we ask that you try to get it to us in late March or early April.

Kindly return the form and any other information in the postage paid envelope provided. You may also return it by e-mail attachment and send it to palmerj@leepa.org, or submit it by fax to (239) 533-6091. Should you have any questions or need assistance please call (239) 533-6109 or email palmerj@leepa.org.

Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Wilkinson".

Kenneth M. Wilkinson, CFA

INCOME AND EXPENSE STATEMENT FOR MARINA PROPERTIES

For Year Ended

PLEASE ATTACH RENT ROLL AS WELL AS PROFIT AND LOSS STATEMENT

Marina Type (checkmark applicable type)	Marina Amenities (checkmark applicable amenity)	Riparian Rights (checkmark applicable right)	Total Income (\$)		
			Boat Storage	Boat Launches	Daily/Temp Wet Slips
Recreational	Dock Masters' Off.	Granted			
Commercial	Ships Store	Leased			
Yacht Club	Fuel Pumps	Terms of Lease			
Other	Club House	Utility Hookups	Yes/No	Dock Type	Yes/No
	Pool/Spa	Electric		Concrete	
	Shower Facilities	Water		Wood	
	Boat Wash Facilities	Sewer		Floating	
	On-Site Parking	Telephone		Other	
Annual Retail Sales, Income and Expenses					
	Yes/No	Income \$	Expenses \$		
Boat Sales					
Boat Repairs					
Gas/Oil Sales					
Ship Store Sales					
Restaurant Sales					
Total Annual Boat Storage Income					
	Wet Slips	Dry Racks	Open Air Racks	Open Storage	
Total # Slips					
Rent/LF					
Min Boat FT					
Max Boat FT					
Avg Boat FT					
# Vacancies					
Annual Building Lease (s) Income					
	Building Size SF	Annual Rent \$	Terms of Lease		
Restaurant (s)					
Retail Outlets (s)					
Office Space (s)					
Total Annual Expenses					
1.) Utilities					1
2.) Property Insurance					2
3.) Management Fees					3
4.) Maintenance and Repairs					4
5.) Salaries					5
6.) Advertising/Marketing					6
7.) Riparian Rights					7
8.) Supplies					8
9.) Reserves for Replacements (please explain) _____					9
Submitted By (please print)			Date:		
Telephone:		Email:			
Property Address:					