

Instructions for Income & Expense Report

RETURN THIS INCOME AND EXPENSE REPORT ON OR BEFORE JULY 10, 2026.

Mail: Lycoming County Reassessment Office, C/O Tyler Technologies Inc, 48 W. Third St., Williamsport, PA 17701

Email: LycoPA@Tylertech.com / Please add "*Income & Expense / Your Parcel ID Number*" in the subject line

Website: <https://www.tylertech.com/lycoming>

Questions: Tyler Reassessment Office - **570-567-8221**

If you have additional questions and need assistance filling out the Income & Expense Report. Please contact the Tyler Reassessment Office at 570-567-8221

Commercial Properties NOT uncommon to have multiple uses

Total Leasable = all leasable area which can be leased, including owner occupied
Owner Occupied = areas occupied by the owner (no rent collected)
Net Leasable = Total Leasable – Owner Occupied

Parcel ID:	Total Leasable Building Area (Including owner-occupied space)	Sq Ft
Property Address:	Owner-occupied Area	Sq Ft
Property Use (Check all that Apply):	Net Leasable Area (Not including owner-occupied space)	Sq Ft
☐ Apartment ☐ Office ☐ Retail	Rental Units (Including owner-occupied units)	
☐ Mixed Use ☐ Shopping Center ☐ Industrial	Parking Spaces	
☐ Other:	Year Built (If known)	
Is any part of this property owner-occupied? ☐ Yes ☐ No	Year Remodeled	

Refers to number of tenants including owner occupied

Available parking spaces

ACTUAL GROSS INCOME – Year Ending

Apartment Rent (from Schedule A)	
Office Rent (from Schedule B)	
Retail Rent (from Schedule B)	
Mixed Use Rent (from Schedule B)	
Shopping Center Rent (from Schedule B)	
Industrial Rent (from Schedule B)	
Other Rent (from Schedule B)	
Parking Rent (from Schedules A & B)	
Miscellaneous Income (CAM/Insurance/Tax Reimbursement)	
Total Potential Gross Income (Total All Rents & Misc Income)	\$
Actual Vacancy & Credit Loss (Do Not Estimate)	\$
Effective Gross Income (Total Gross Income - Vacancy Loss)	\$

Rents should reflect Potential Gross Income as fully occupied and leased

Potential Gross Income = Sum of all income collected

Vacancy/Credit Loss = Unoccupied units, result in income loss / income loss from tenants who failed to pay rent

Effective Gross Income = Potential Income – Vacancy/CL

ACTUAL EXPENSES – Year Ending

Heating Fuel	
Gas & Electricity	
Water & Sewer	
Other Utilities	
Payroll (Not Including Management)	
Supplies	
Management	
Insurance	
Common Area Maintenance	
Leasing Fees/Commissions/Advertising	
Legal & Accounting	
Elevator Maintenance	
Tenant Improvements	
General Repairs	
Other* (specify):	
Other* (specify):	
Reserves	
Security	
Total Actual Expenses	\$
Net Operating Income (Eff Gross Income - Actual Expenses)	\$

Expenses should be reflected on an annual basis.

Capital Expenses should NOT be included in annual expenses. Capital Expenses are considered New Roof, New Heat System, Major Renovation, etc.

These improvements are amortized over several years, NOT on annual basis.

Do not include taxes, depreciation, amortization, or mortgage payments in expenses.

Total Actual Expenses – Sum of all expenses

Net operating Income – Effective Gross Income – Actual Expenses

Schedule A - APARTMENT RENTS

Unit Type	Total Units	Rented Units	Rooms Per Unit	Baths Per Unit	Avg Unit Size (Square Feet)	Monthly Rent Per Unit	Monthly Rent Total	Typical Lease Term
Efficiency						\$	\$	
1-Bedroom								
2-Bedroom								
3-Bedroom								
4-Bedroom						\$	\$	
Other Rentable Units						\$	\$	
Owner/Mgr-Occupied						\$	\$	
Parking Income							\$	
Other Income (Specify):							\$	

Apt Monthly Rent – Apartment Income is reported on a Monthly basis

Other Income – Laundry, Application Fees, Late Fees, etc.

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\$	
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\$

Amenities included in apartment rent

Category	Amount
Included in Apartment Rent	
Utilities	
Electricity	
Gas	
Water	
Sewer	
Trash	
Internet	
Cable	
Phone	
Other	
Insurance	
Fire	
Auto	
Life	
Health	
Dental	
Vision	
Other	
Other	
Pet	
Storage	
Parking	
Other	

(Check all that apply)

- ☐ Heat
- ☐ Electricity
- ☐ Air Conditioning
- ☐ Stove/Fridge
- ☐ Dishwasher
- ☐ Garbage Disposal
- ☐ Parking
- ☐ Furnishings
- ☐ Security
- ☐ Pool
- ☐ Tennis Courts
- ☐ Other: 

Schedule B - NON-APARTMENT RENTS

Tenant Name	Lease Start (Month/Year)	Lease End (Month/Year)	Unit Size (Square Feet)	Base Annual Rent	Esc/CAM/Overage	Total Annual Rent	Parking Spaces	Parking Rent	Interior Fit-up Paid by Owner
				\$	\$	\$		\$	\$
				\$	\$	\$		\$	\$
				\$				\$	\$
				\$				\$	\$
				\$				\$	\$
				\$				\$	\$
				\$	\$	\$		\$	\$
				\$	\$			\$	
				\$	\$			\$	
				\$	\$	\$		\$	
Grand Totals:				\$	\$	\$		\$	\$

Total Annual Rent – includes Base Rent, CAM/Overage and/or Percentage Rent

Parking Rent – if applicable

Fit-out cost only if paid for by owner

Total Annual Rent – includes Base Rent, CAM/Overage and/or Percentage Rent

Parking Rent – if applicable

**Fit-out cost
only if paid for
by owner**