



**Sacramento County**  
**Office of the Assessor**  
Christina Wynn, Assessor  
Jarret Stedifor, Assistant Assessor

**Real Property Division**  
3636 American River Drive, Suite 200  
Sacramento, CA 95864-5952  
<https://assessor.saccounty.gov>  
(916) 875-0455

## Request for Rent and Expense Information – Prop 8

Parcel Number(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

**Submission of this form is optional and by itself is not considered a valid Decline-in-Market Value Request for Assessor Review (Prop 8). Please submit this form (and/or additional supporting documentation) with the Decline-in-Market Value Request for Assessor Review (Prop 8) form by December 31st. For additional information regarding the Decline in Market Value Reassessments, please view the Assessor's website at <https://assessor.saccounty.gov> or call (916) 875-0455, weekdays between 8 A.M. and 4 P.M.**

**MAIL TO:** Sacramento County Assessor, **Attn: Prop 8 Review**, 3636 American River Drive, Suite 200, Sacramento, CA 95864-5952  
**FAX TO:** (916) 854-9295

**Note:** In lieu of completing any portion of this form, you may attach the following:

- Current year pro-forma or budget
- 3 years historical income and expense statements
- Rent roll and CAM reconciliation (include terms, escalations, tenant Improvements, concessions and rent type)

Below, please indicate vacancies under the name of tenant. If the tenant pays all the taxes, write "ALL" in the section headed "Property Taxes". Indicate in the "Remarks" section on the other side of this form if rent includes personal property, fixtures, or equipment. Attach additional pages if necessary.

Name of Tenant and Space Number	Size of Space in Sq.Ft.	Monthly Rent	Tenant Improvement Allowance \$	Month & Year		Check Expenses Paid by Tenant Indicate Total Monthly CAM Charge					
				Beginning Of Lease	End of Lease	Exterior Maintenance	Interior Maintenance	Property Taxes	Insurance	Utilities	\$ Monthly CAM

Has the property been listed for sale or lease in the last 12 months? ☐ Yes ☐ No  
(If yes, please provide the agent's contact information) \_\_\_\_\_

Is the property owner occupied? ☐ Yes ☐ No  
If Yes, what % or SF owner occupied? \_\_\_\_\_

What is your opinion of the market value of the property as of January 1 of this year? \$ \_\_\_\_\_

Do any of the leases include a tax clause? ☐ Yes ☐ No  
(If yes, indicate which tenants and base year) \_\_\_\_\_

Total number of rentable units / spaces: \_\_\_\_\_

Average vacancy rate: \_\_\_\_\_

What is your standard allowance for tenant improvements? \$ \_\_\_\_\_ Per Sq. Ft

Has any tenant installed their own improvements? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

Please describe any rent concessions: \_\_\_\_\_

**Annual Expenses Paid by the Owner - Last 3 Years + Current Year Pro-Forma or Budget**

Year				
Administration	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Janitorial	\$	\$	\$	\$
Landscape, Parking Lot	\$	\$	\$	\$
Management	\$	\$	\$	\$
Property Taxes	\$	\$	\$	\$
Repairs and Maintenance	\$	\$	\$	\$
Security	\$	\$	\$	\$
Tenant Improvements	\$	\$	\$	\$
Municipal Utilities	\$	\$	\$	\$
Other Utilities	\$	\$	\$	\$
Other	\$	\$	\$	\$

**REMARKS :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign below and provide a daytime phone number and email address.

\_\_\_\_\_  
Signature of Owner/Designee Date Daytime Telephone Number

\_\_\_\_\_  
Print Name E-mail Address