



**BRAZORIA COUNTY APPRAISAL DISTRICT**  
500 N CHENANGO ST ANGLETON TX 77515-4650  
Telephone 979-849-7792 Fax 979-849-7984  
<http://www.brazoriacad.org>

Dear Property Owner or Manager:

The Brazoria County Appraisal District is conducting our yearly income analysis. In compliance with **Texas Property Tax Code Section 23.102**, the district is mailing out market surveys in pursuance to collect this data. Commercial property that generates income can be valued based on the income that it produces and the return rate. The information provided in the Income & Expense Questionnaire is necessary to calculate the market value of a property based on the income approach to value. Please provide a copy of your profit and loss statement, rent roll, and other supporting documentation from the previous year. All information provided in the Income & Expense questionnaire is kept confidential.

For your convenience, this form is also available on our website for online submission. Please go to our website at [www.brazoriacad.org](http://www.brazoriacad.org) and click on the commercial box, there you will find links to income surveys.

Return forms either by online submission through our website, fax (979-849-7984), emailed to ([cdelhierro@brazoriacad.org](mailto:cdelhierro@brazoriacad.org)), or mailed to the following address:

Brazoria CAD  
ATTN : APARTMENT QUESTIONNAIRE  
500 N. Chenango  
Angleton, TX 77515

Forms must be returned by March 1<sup>st</sup>, 2022

**Sec. 23.012. Income Method of Appraisal.**

- (a) If the income method of appraisal is the most appropriate method to use to determine the market value of real property, the chief appraiser shall: (1) analyze comparable rental data available to the chief appraiser or the potential earnings capacity of the property, or both, to estimate the gross income potential of the property;
- (2) analyze comparable operating expense data available to the chief appraiser to estimate the operating expenses of the property;
- (3) analyze comparable data available to the chief appraiser to estimate rates of capitalization or rates of discount; and
- (4) base projections of future rent or income potential and expenses on reasonably clear and appropriate evidence.
- (b) In developing income and expense statements and cash-flow projections, the chief appraiser shall consider: (1) historical information and trends; (2) current supply and demand factors affecting those trends; and (3) anticipated events such as competition from other similar properties under construction.



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**APARTMENT INCOME AND EXPENSE QUESTIONNAIRE**

*All information herein kept confidential to be accessed by the Texas Property Tax Assistance Division and the Brazoria County Appraisal District*

OWNER NAME		PID	
MAILING ADDRESS		SITUS (property location)	
CITY, STATE			
ZIP CODE		SITUS CITY	

Net Rentable Area	Occupied Area	Monthly Rental Income	Annual Rental Income
		\$	\$

Utilities included in base rent (check)	<input type="checkbox"/> Electricity	<input type="checkbox"/> Sewer	<input type="checkbox"/> Water
	<input type="checkbox"/> TV	<input type="checkbox"/> Phone	<input type="checkbox"/> Internet

**2021 INCOME**

January 1, 2021 thru December 31, 2021

*\*Attach completed Profit & Loss Statement and Rent Roll as of 1/1/22*

<b>Total 2021 Gross (Base) Rental Income</b>	\$
Rent Concessions	-\$
Vacancy Percentage	%
Collection Loss	-\$

**Secondary Income**

Other revenue	\$
Reimbursements	\$

**2021 OPERATING EXPENSES**

January 1, 2021 thru December 31, 2021

Administrative	-\$
Maintenance	-\$
Payroll	-\$
Net Personnel	-\$
Office/Administration	-\$
Maintenance & Repairs	-\$
Make Ready	-\$
Contract Services	-\$
Utilities	-\$
Insurance-Property	-\$
Other expenses	-\$
(Specify)	
<b>Total 2021 Operating Expenses</b>	-\$

**EXPENSES CON'T**

Management Fee	-\$
Replacement for Reserves	-\$
Tenant Improvements	-\$
Leasing Costs	-\$

**2021 CAPITAL EXPENDITURES**

**January 1,2021 thru December 31, 2021**

Specify improvements made. Do not include capital expenditures in operating expenses above

\_\_\_\_\_ \$ \_\_\_\_\_      \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_      \_\_\_\_\_ \$ \_\_\_\_\_

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Return by March 1, 2022**

\*Please attach additional pages as necessary

**Additional Notes**

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