



COMMERCIAL INCOME AND EXPENSE SURVEY 2024 CERTIFICATION FOR 100% OWNER OCCUPIED PROPERTIES

Address: _____
Tax Parcel: _____

Return to: City of Fairfax
Office of Real Estate Assessments
10455 Armstrong St., Room 238
Fairfax, Virginia 22030
RealEstate@fairfaxva.gov

Income and Expense Survey Information for Years 2023 & 2024

Dear Property Owner:

The City of Fairfax Real Estate Assessment Office is in the process of collecting and analyzing information for the 2025 General Reassessment of real estate. Considering income-producing properties are sensitive to investment economics, the accompanying survey has been developed to aid in the analysis of the market for these properties. Section 58.1-3294 of the Code of Virginia authorizes Departments of Real Estate Assessments to require income and expense information from property owners of income producing properties. All information submitted will be kept strictly confidential under the stipulations of Section 58.1-3 of the Code of Virginia.

If the property in which you own was **one hundred percent (100%) owner occupied** during the entire calendar and/or fiscal year, you are not required to complete a full income and expense survey package, however, certification is required. **This information must be submitted to this office at the address listed above or by email to RealEstate@fairfaxva.gov no later than September 30, 2024.**

Please contact the Real Estate Assessment Office at RealEstate@fairfaxva.gov or (703) 385-7840, between 8:30 a.m. and 5:00 p.m., Monday through Friday with any questions or concerns. Your cooperation and timely response to this legal requirement will be greatly appreciated.

Certification		OFFICIAL REQUEST: TITLE 58.1-3294 CODE OF VIRGINIA		
State Law requires certification by the owner or officially authorized representative.				
A.	<i>Please print or type all information except signatures.</i>			
	1.	Name of management company _____		
	2.	Address _____		
	3.	Contact Person _____	Phone (required) _____	
	4.	E-Mail Address _____		
	I hereby certify the above referenced property was 100% owner-occupied during the entire calendar and/or fiscal year proceeding this request.			
	5.	Signature (required) _____	Date _____	
6.	Printed Name _____			
7.	Title _____			