



Craven County PROPERTY ASSESSMENT

LESLIE L. YOUNG, TAX ADMINISTRATOR
PO BOX 1128, NEW BERN, NC 28563

GENERAL INCOME SURVEY

PROPERTY ADDRESS:			
PARCEL ID#:		OWNER	
CONTACT PHONE		EMAIL	

Craven County requests certain income and expense information be provided by property owners periodically. This information assists our appraisal department in determining the true value of commercial real estate located within Craven County. Under the provisions of North Carolina law, income and expense information requested by and submitted to the Craven County Tax Department is considered **STRICTLY CONFIDENTIAL and will not be released to anyone not legally entitled to it.** Questions pertaining to this survey can be directed to Justin Deese at 252-636-6640 or cc-income-survey@cravencountync.gov. This survey and any supporting documentation can be returned via mail or scanned and emailed to cc-income-survey@cravencountync.gov.

GENERAL INFORMATION	2021	2022
Annual Potential Gross Income-The income that would be realized if the property is fully occupied and all rents are collected		
Vacancy Rate		
Collection Loss		
Net Leasable Square Footage		

LEASE INFORMATION						
TENANT NAME	LEASED SQUARE FEET	TYPE OF LEASE (E.G., FULL SERVICE, MODIFIED NET, NNN)	TENANT MONTHLY RENT		COMMON AREA MAINTENANCE OR OTHER OPERATING EXPENSE REIMBURSEMENTS	
			2021	2022	2021	2022
TOTAL MONTHLY RENT			\$0.00	\$0.00	\$0.00	\$0.00

Craven County Tax Department
226 Pollock Street, New Bern, NC 28560 | PO Box 1128, New Bern, NC 28563-1128
| Real Estate (252) 636-6640 |
Fax (252) 636-2569 | www.cravencountync.gov

ADDITIONAL LEASE INFORMATION IF NEEDED						
TENANT NAME	LEASED SQUARE FEET	TYPE OF LEASE (E.G., FULL SERVICE, MODIFIED NET, NNN)	TENANT MONTHLY RENT		COMMON AREA MAINTENANCE OR OTHER OPERATING EXPENSE REIMBURSEMENTS	
			2021	2022	2021	2022
TOTAL MONTHLY RENT			\$0.00	\$0.00	\$0.00	\$0.00

EXPENSES	ANNUAL EXPENSES-DO NOT INCLUDE REAL ESTATE TAXES OR DEBT SERVICE	
	2021	2022
MANAGEMENT		
LEGAL AND ACCOUNTING		
UTILITIES		
MARKETING		
SERVICES-LANDSCAPING, TRASH REMOVAL, SECURITY, ETC.		
PROPERTY OPERATIONS AND MAINTENANCE		
PAYROLL, EMPLOYEE BENEFITS, PAYROLL TAXES		
INSURANCE		
RESERVES FOR REPLACEMENTS		
OTHER EXPENSES(PLEASE LIST):		
TOTAL EXPENSES	\$0.00	\$0.00

ADDITIONAL COMMENTS OR INFORMATION:

Please include the most recent profit and loss, rent roll, operating statement, or any other supporting documents.

*Prepared by:			
Phone #		Email:	

**If prepared by and signed by a Tax Representative, an AV-59 must be completed and attached with this form.*