



# Hendricks County Income Valuation Worksheet

Residential Rental Housing Worksheet **(\*ALL SHADED AREAS MUST BE COMPLETED\*)**

**\*PRIVILEGED & CONFIDENTIAL\***

## I. TAXPAYER INFORMATION

**DATE RECEIVED**

**\*OWNER'S NAME:**

**\*LLC OWNER'S NAME:**

**\*CORPORATION NAME:**

**\*OWNER'S MAILING ADDRESS:**

CITY

STATE

ZIP CODE

**\*RENTAL PROPERTY ADDRESS:**

CITY

STATE

ZIP CODE

**\*OWNER'S PHONE NUMBER:** ( )

**\*EMAIL ADDRESS:**

## II. PROPERTY INFORMATION **(ONE PARCEL NUMBER PER FORM)**

**\* PARCEL NUMBER#:**

**\* Date of Purchase (Within the last 3 years):**

**\*Purchase Price:**

**\* PLEASE CHECK THE APPROPRIATE BOX:**

<b>Complete Unit 1</b>	<input type="checkbox"/>	HOUSE:	<b>Complete Units 1-2</b>	<input type="checkbox"/>	AIRBNB / SHORT TERM LEASE
<b>Complete Units 1-4</b>	<input type="checkbox"/>	HOUSE (ADDITIONAL UNITS)	<b>Complete Units 1-2</b>	<input type="checkbox"/>	DOUBLE
<b>Complete Units 1-2</b>	<input type="checkbox"/>	CONDO	<b>Complete Units 1-3</b>	<input type="checkbox"/>	DUPLEX
<b>Complete Units 1-2</b>	<input type="checkbox"/>	TOWNHOUSE	<b>Complete Units 1-4</b>	<input type="checkbox"/>	TRIPLEX
					QUADPLEX

\* If this is a house with additional living units, what is the total number of living units? \_\_\_\_\_

\* Do you live in a portion of the property in addition to the rental? \_\_\_\_\_ If YES, please identify which unit.

	UNIT #1	UNIT #2	UNIT #3	UNIT #4
Unit Address				
Sq. Feet				
Year Built				
Number of Bedrooms:				
Number of Bathrooms:				
Garage YES / NO:				
Monthly Rent for 2025				
Monthly Rent for 2026				
Number of Months Vacant for Rental Year 2025?				
Schedule E Attached YES/NO				
Lease Agreement Attached YES / NO				

### OFFICE USE ONLY

NEW	UPDATED	GRID	SCANNED

INITIALS:

\*OFFICE USE ONLY\* ENTERED DATE:

\*OFFICE USE ONLY\* PARCEL #

Please use this section to indicate any additional information that you feel is pertinent to your rental property. If any of the rental amounts provided on this form are at a reduced rate, please include the market rent amount below:

<i>Unit 1-\$</i>		<i>Unit 2-\$</i>		<i>Unit 3-\$</i>		<i>Unit 4-\$</i>	
------------------	--	------------------	--	------------------	--	------------------	--

(EXAMPLE: If you are renting to family/friend for \$650.00 per month and the amount you would rent to a non-family/friend is \$1000.00, you will need to record the market rent as \$1000.00.) You will need to inform the Assessor's office of this fact and explain the circumstances in the space provided below.

All information returned to our office is privileged and confidential and will not be shared with any outside parties for any reason except to determine the Gross Rent Multiplier (GRM) for rental properties.

The gross income for each rental property is the total amount of collectable rent. The amount reported should be at or near market rent; any other situation resulting in a discounted rent amount should be noted in the area above.

**Per State Stature 1C6-1.1-4-39(b-d)**, the GRM Method is the preferred method for valuing rental properties. Once the parcel is identified, the information is obtained and it is verified that there is no homestead on file, the Gross Rent Multiplier (GRM) value will be compared to the Cost Approach Valuation Method for the next assessment year and the lower of the two values will be assigned as the assessment.

**If you report the income from this property on your federal income tax returns, please provide copies of your schedule E (individual filers) or Form 8825 (Business LLC or Corporation) for the past two years. If no Schedule E is available, please provide a detailed report of income and expenses for the past two years. If you rent to a family/friend and do not have this information, you will need to include the information as pertinent information.**

<b>SIGNATURE:</b> _____ <b>DATE:</b> _____
--

**YOU MAY RETURN THIS FORM VIA:**

- MAIL:** 355S. Washington St. # 230, Danville, IN 46122
- FAX:** (317) 745-9411
- EMAIL:** HCASR-RENTAL@CO.HENDRICKS.IN.US