Storefront Registration Instructions for Tax Class 1

The following worksheet is organized by **TABS** that correspond to the tabs you will see in the online filing.

As a reminder, this worksheet should be used to gather the information you will need to complete your registration statement electronically. It cannot be used to file your Storefront Registration statement by mail or email.

ENTERING STOREFRONTS

You can report up to two storefronts for your property. For each storefront reported, the following information is required:

- **Storefront Address:** Enter the street number and name if the storefront's mailing address is different from the property's address. If you leave this blank, we will use the property address.

- **Storefront Description:** Choose the entrance type that describes how the public accesses the storefront.

- **Floor Size (Square Feet):** Enter the floor size in square feet using whole numbers. This includes any pro-rata share of common areas, if applicable.

- **Calculate Average Monthly Rent Per Square Foot:**

  1. **For an owner-occupied or vacant property,** enter the average monthly rent per square foot under the most recent lease for this unit, from $0 up to a maximum of $10,000. The average monthly rent per square foot under the most recent lease for this unit is calculated using the most recent available tenant lease. Follow the steps below to calculate the average monthly rent per square foot under the most recent lease. If this unit has never had a paying tenant, enter $0.

  2. **For a tenant**, enter the average monthly rent per square foot under the current lease for this unit, from $0 up to a maximum of $10,000. The average monthly rent per square foot is calculated using the most recent available tenant lease for the reporting period.

     To **calculate the average monthly** rent per square foot, follow these steps:

     a. Calculate the **average monthly rent** by dividing the total amount that was charged for the premises during the reporting period (such as 1/1/2021 through 12/31/2021) by the number of months that the premises were leased in the reporting period. For example, if the tenant occupied the unit for the entire 12 months of 2021 and was charged $60,000 under the lease agreement, the average monthly rent amount would be $5,000. Note that rent is the value the tenant was expected to pay under the lease for the reporting period and not the amount they actually paid.

     b. Calculate the **rentable square footage** as the total area expressed in square feet for the unit that the tenant occupies to conduct their daily business, plus the tenant's pro-rata share of any common areas as defined in the terms of the lease agreement.

     c. Calculate the **average monthly rent per rentable square foot** as the result of Average Monthly Rent divided by rentable Square Footage, rounded to whole dollars. Enter this number. Calculate the Average Monthly Rent per Square Foot received for this occupancy and during this period; see below for further guidance. If owner-occupied or vacant, enter the amount received during the most recent previous lease for this unit.

- **Construction** or **Alteration Projects:** If the space was under construction or alteration, you may enter up to three projects with a Project Start Date and the actual or expected Project End Date.

PARCEL INFORMATION

Verify that the information on this page is correct. If you need to make changes, follow the instructions provided.

FILER INFORMATION

OWNER/FILER INFORMATION

OWNER'S NAME [THIS IS SYSTEM-GENERATED AND CANNOT BE EDITED.]

A. SELECT ONE	B. ENTER EIN #
☐ EIN ☐ ITIN ☐ SSN	
C. FILER NAME	D. FILER'S RELATIONSHIP TO THE PROPERTY ☐ Owner ☐ Owner Representative

Contact Information

☐ Check here if the filer of the application is also the contact.

CONTACT NAME

ADDRESS (NUMBER AND STREET)

CITY	STATE	ZIP

CELL PHONE NO.	EMAIL ADDRESS

Do any of the following conditions apply to your property?

- Property does not have ground-floor or second-floor commercial spaces that are or can be used for retail sales to the public.

- Property is exclusively residential and has no commercial space.

- Property is vacant land or is uninhabitable.

- The owner has not operated the property at any time during the reporting period.

☐ Yes ☐ No

If you choose "yes" and any of the conditions apply, no more information is needed for this property. Proceed to submit.

If you choose "no" and none of these conditions apply, you must complete the filing in its entirety.

Copy the Unit Information and Occupancy Information sections if you are reporting two storefronts.

UNIT INFORMATION

STOREFRONT #1

Storefront Address (enter if different than the property address)

STREET NUMBER:	STREET NAME:

Storefront Details

STOREFRONT DESCRIPTION (Select One)

☐ Ground Floor-Street Entry   ☐ Ground Floor-Interior Entry   ☐ Second Floor-Street Entry   ☐ Second Floor-Interior Entry

FLOOR SIZE IN SQUARE FEET (ENTER WHOLE NUMBERS FROM 10 TO 99,999,999):

OCCUPANCY INFORMATION

1. Was storefront leased to any tenant for **the entire 12 months** before January 1?

☐ Yes ☐ No

If YES, STOP. No more information is needed for this storefront. If you have only one storefront to report, you do not have to file. **If you answered NO, continue** to answer the questions below and provide any information requested for this storefront.

2. Was this storefront leased to a tenant for any time in the 3 years before January 1st of the current calendar year?

☐ Yes ☐ No

If YES, proceed to the next question. **If you answered NO**, proceed below to "additional owner questions".)

3. Enter the expiration date for the most recent lease: _____/_____/_____ (MM/DD/YYYY)

4. Enter the primary business activity conducted on the premises by the last occupant:

☐ ACCOUNTING SERVICES   ☐ MANUFACTURING
☐ BROADCASTING/TELECOMM   ☐ MOVIES/VIDEO/SOUND
☐ EDUCATIONAL SERVICES   ☐ PUBLISHING
☐ FINANCE & INSURANCE   ☐ REAL ESTATE
☐ FOOD SERVICES   ☐ RETAIL
☐ HEALTH CARE or SOCIAL ASSISTANCE ☐ WHOLESALE
☐ INFORMATION SERVICES   ☐ MISC. OTHER SERVICE _____
☐ LEGAL SERVICES   ☐ OTHER _____

5. Enter AVG MONTHLY RENT per square foot under the most recent lease for this unit: _____ (max $10,000).

6. Is the storefront available to lease at the time of this filing?   ☐ Yes ☐ No

Additional Owner Questions

7. Was this storefront occupied by an owner for any time in the 3 years before January 1st of the current calendar year?

☐ Yes ☐ No

If YES, proceed to the next question. **If you answered NO**, proceed to the last question ONLY.

8. Enter the last date the owner occupied the premises: _____/_____/_____ (MM/DD/YYYY)

9. Enter the primary business activity the owner conducted on the premises:

☐ ACCOUNTING SERVICES

☐ BROADCASTING/TELECOMM

☐ EDUCATIONAL SERVICES

☐ FINANCE & INSURANCE

☐ FOOD SERVICES

☐ HEALTH CARE or SOCIAL ASSISTANCE

☐ INFORMATION SERVICES

☐ LEGAL SERVICES

☐ MANUFACTURING

☐ MOVIES/VIDEO/SOUND

☐ PUBLISHING

☐ REAL ESTATE

☐ RETAIL

☐ WHOLESALE

☐ MISC. OTHER SERVICE _____

☐ OTHER _____

10. Has the storefront undergone construction or alteration during the 3 years preceding January 1st of the current calendar year?

☐ Yes ☐ No

If YES, you may add up to 3 projects' start and end dates. **If you answered NO**, you are finished filing.

PROJECT 1		PROJECT 2		PROJECT 3	
START DATE (MM/DD/YYYY)	**END DATE** (MM/DD/YYYY)	**START DATE** (MM/DD/YYYY)	**END DATE** (MM/DD/YYYY)	**START DATE** (MM/DD/YYYY)	**END DATE** (MM/DD/YYYY)
_____/_____/_____	_____/_____/_____	_____/_____/_____	_____/_____/_____	_____/_____/_____	_____/_____/_____