

Annual Income and Expense Report Summary Page

Owner: _____	Property Name: _____
Mailing Address: _____	Property Address: _____
City/State/Zip: _____	Parcel ID/SBL: _____
Phone 1: _____ Mobile: _____	Fax: _____
Phone 2: _____ E Mail Address: _____	@ _____

1. Primary Use of Property: Circle appropriate item
 A. Apartment B. Office C. Retail D. Industrial E. Mixed Use F. Shopping Center G. Other: _____
2. Gross Building Area (including Owner Occupied space): _____
3. Net Leasable Area: _____
4. Owner Occupied Area _____
5. Number of Units _____
6. Number of Parking Spaces: _____
7. Building Age: _____
8. Year(s) Remodeled: _____

Income

9. Apartment Rentals (attach schedule A) \$ _____
10. Office Rentals (attach Schedule B) \$ _____
11. Retail Rentals (attach Schedule B) \$ _____
12. Mixed Rentals (attach Schedule B) \$ _____
13. Shopping Center Rentals (attach Schedule B) \$ _____
14. Industrial Rentals (attach Schedule B) \$ _____
15. Other Rentals (attach Schedule B) \$ _____
16. Parking Rentals (attach Schedule B) \$ _____
17. Other Property Rental/ Income \$ _____
- 18. Total Potential Income (sum lines 9 to 17) \$ _____**
19. Loss due to Vacancy and Credit \$ _____
20. Effective Annual Income (line 18 minus line 19) \$ _____

Expenses

- | | |
|--|--|
| 21. Heat/Air-conditioning \$ _____ | 32. Elevator Maintenance \$ _____ |
| 22. Electricity \$ _____ | 33. Tenant Improvement (specify) \$ _____ |
| 23. Other Utilities \$ _____ | 34. Other (specify) _____ \$ _____ |
| 24. Payroll (except mngmt., repair & décor) \$ _____ | 35. Other (specify) _____ \$ _____ |
| 25. Supplies (janitorial, etc.) \$ _____ | 36. Other (specify) _____ \$ _____ |
| 26. Management \$ _____ | 37. Security \$ _____ |
| 27. Insurance \$ _____ | 38. Total Expenses (lines 21 to 27) \$ _____ |
| 28. Common Area Maintenance \$ _____ | 39. Net Operating Income \$ _____ |
| 29. Maintenance \$ _____ | 40. Capital Expenditure \$ _____ |
| 30. Leasing Fees/Commissions/Advertising \$ _____ | 41. Real Estate Taxes \$ _____ |
| 31. Legal \$ _____ | 42. Mortgage Payment (P&I) \$ _____ |

I hereby declare, under penalty of perjury, that the foregoing information, according to the best of my knowledge, remembrance and belief, is a true and complete statement of all income and expenses attributable to the above - identified property.

Signature: _____	Title: _____
Print Name: _____	Date: _____