

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 \$ _____

22. Electricity \$ _____

23. Other Utilities \$ _____

24. Payroll (except mngmt., repair & décor) \$ _____

25. Supplies (janitorial, etc.) \$ _____

26. Management \$ _____

27. Insurance \$ _____

28. Common Area Maintenance \$ _____

29. Maintenance \$ _____

30. Leasing Fees/Commissions/Advertising \$ _____

31. Legal \$ _____

32. Elevator Maintenance \$ _____

33. Tenant Improvement (specify) \$ _____

34. Other (specify) _____ \$ _____

35. Other (specify) _____ \$ _____

36. Other (specify) _____ \$ _____

37. Security \$ _____

38. Total Expenses (lines 21 to 27) \$ _____

39. Net Operating Income \$ _____

40. Capital Expenditure \$ _____

41. Real Estate Taxes \$ _____

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: _____