

<b>Property Location:</b>	<b>COMMERCIAL &amp; INDUSTRIAL PROPERTY</b>	<b>Income for Calendar Year:</b>
<b>Parcel ID:</b>	<b>Lease / Rental Terms</b>	

Tenant Name	Use	Floor Level	Leased Area (Sq. Ft.)	Gross, Net Or NNN	Lease Start Date (Month/Yr)	Lease End Date (Month/Yr)	Renewal Options	Overage or Percentage	Escalation Clause	Monthly Rent	Annual Rent

OTHER INCOME: Cell Towers, Billboards, Vending, Parking

Source	Monthly Amount	Annual Collected	Comments:
	\$	\$	
	\$	\$	
	\$	\$	

Calendar Year Income Summary

Total Potential Gross Income	Total Concessions	Total Vacancies	Total Collection Loss	Total Parking Income	Total Other Income	Total Rent Collected
\$	(\$ )	(\$ )	(\$ )	\$	\$	\$

### Annual Expenses for All Property Uses

Parcel ID:		Location:		Expenses for Calendar Year:	
	Landlord Amount	Tenant Amount		Landlord Amount	Tenant Amount
<b>Management &amp; Administrative</b>			<b>Maintenance &amp; Cleaning</b>		
Management Wages or Fee	\$	\$	Wages	\$	\$
Legal & Accounting	\$	\$	Supplies	\$	\$
Security Wages	\$	\$	Maint. Service Contract Fee	\$	\$
Payroll	\$	\$	Grounds Keeping	\$	\$
Group Insurance	\$	\$	Rubbish Removal	\$	\$
Telephone	\$	\$	Snow Removal	\$	\$
Advertising	\$	\$	Exterminator	\$	\$
Commissions	\$	\$	Other	\$	\$
Other	\$	\$		\$	\$
Total	\$	\$	Total	\$	\$
<b>Repairs &amp; Alterations</b>			<b>Capital Improvements</b>		
Exterior	\$	\$	Description		
Interior	\$	\$		\$	\$
Mechanical	\$	\$		\$	\$
Electrical	\$	\$		\$	\$
Plumbing	\$	\$		\$	\$
Total	\$	\$	Total	\$	\$
<b>Utilities</b>			<b>Other Expenses</b>		
Electricity	\$	\$	Real Estate Taxes	\$	\$
Gas	\$	\$	Reserve for Replacement	\$	\$
Oil	\$	\$	Apartments for Employees	\$	\$
Water	\$	\$	Insurance (1 yr. Premium)	\$	\$
Sewer	\$	\$		\$	\$
Total	\$	\$	Total	\$	\$
Comments:					