

INCOME AND EXPENSE:

Office / Retail Type Properties

Information received is confidential
and not open to public inspection.

| <u>OFFICE / RETAIL TYPE PROPERTIES</u> | YEARS | | |
|-------------------------------------------------------------|-------|--|--|
| | | | |
| Basement Gross Potential Income (Assumes 100% Occupied) | | | |
| Less Vacancy and Collection Loss | | | |
| Actual Basement Income Received | | | |
| First Floor Gross Potential Income (Assumes 100% Occupied) | | | |
| Less Vacancy and Collection Loss | | | |
| Actual First Floor Income Received | | | |
| Upper Floors Gross Potential Income (Assumes 100% Occupied) | | | |
| Less Vacancy and Collection Loss | | | |
| Actual Upper Floors Income Received | | | |
| Other Income (Please Explain) | | | |
| Total Actual Income (Effective Gross Income) | | | |

(In lieu of completing this form a copy of an income and expense statement may be submitted. If a tax form is submitted accompanying schedules should be included.)

Rental Breakdown:

1. What is the total amount of:

| | | | |
|---------------------|-------------------------|-------------------|-------------------------|
| Gross leasable area | Basement _____ S.F. | Net leasable area | Basement _____ S.F. |
| | First Floor _____ S.F. | | First Floor _____ S.F. |
| | Upper Floors _____ S.F. | | Upper Floors _____ S.F. |

2. When determining annual rent, which of the leasable areas do you use? Gross Net

Basement: Rental Breakdown by Unit: Date Effective: _____

_____ S.F. @ \$ _____ per S.F. Use _____

_____ S.F. @ \$ _____ per S.F. Use _____

First Floor:

_____ S.F. @ \$ _____ per S.F. Use _____

_____ S.F. @ \$ _____ per S.F. Use _____

Upper Floors:

_____ S.F. @ \$ _____ per S.F. Use _____

_____ S.F. @ \$ _____ per S.F. Use _____

(Retail, Office, Warehouse, Shop, etc.)

_____ S.F. @ \$ _____ per S.F. Use _____

_____ S.F. @ \$ _____ per S.F. Use _____

_____ S.F. @ \$ _____ per S.F. Use _____

_____ S.F. @ \$ _____ per S.F. Use _____

_____ S.F. @ \$ _____ per S.F. Use _____

INCOME AND EXPENSE - OFFICE / RETAIL PROPERTIES

| <u>EXPENSE INFORMATION</u> | YEARS | | |
|-----------------------------------|--------------|--|--|
| | | | |
| Management / Administrative | | | |
| Insurance | | | |
| Utilities | | | |
| Maintenance / Repair & Services | | | |
| Parking Lot Maintenance | | | |
| Lawn Care | | | |
| Advertising | | | |
| Legal | | | |
| Accounting | | | |
| Taxes (Real Estate) | | | |
| Miscellaneous (Specify) | | | |
| Miscellaneous (Specify) | | | |
| Miscellaneous (Specify) | | | |
| Miscellaneous (Specify) | | | |
| Miscellaneous (Specify) | | | |
| Reserves for Replacement | | | |

LEASE INFORMATION

Please give a brief discription of the terms of the lease(s):

What expenses are the tenants responsible for? _____

COST INFORMATION

| If you are the original owner of this property, please answer the following: | Date | Amount |
|--------------------------------------------------------------------------------------|------|--------|
| Land Acquisition | | |
| Building Construction Costs | | |
| Paving, Landscaping, Etc. Costs | | |
| Remodeling Costs | | |
| | | |
| If you have acquired this property as a unit, please answer the following questions: | | |
| Purchase | | |
| Remodeling Since Purchase (Explain) | | |
| Purchase | | |
| Remodeling Since Purchase (Explain) | | |
| Description of Remodeling: | | |
| | | |