INCOME AND EXPENSE:

Office / Retail Type Properties

Information received is confidential
and not open to public inspection.

Date:						
Contact:						
Address:						
Phone:						
Email:						
	YEARS					
OFFICE / RETAIL TYPE PROPERTIES						
Basement Gross Potential Income (Assumes 100% Occupie	ed)					
Less Vacancy and Collection Loss						
Actual Basement Income Received						
First Floor Gross Potential Income (Assumes 100% Occupied	ed)					
Less Vacancy and Collection Loss						
Actual First Floor Income Received						
Upper Floors Gross Potential Income (Assumes 100% Occu	upied)					
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 explorm is submitted accompanying schedules should be inclu Rental Breakdown:		atement may be	submitted. If a tax			
What is the total amount of: Gross leasable area	Net les	asable area	Basement	SE		
First Floor S.F.	1101100	adabio arda	First Floor			
Upper Floors S.F.			Upper Floors			
2. When determining annual rent, which of the leasable are	as do you	use?	Gross			
Basement: Rental Breakdown by Unit: Date Effective	e:					
S.F. @ \$per S.F. Use	(Retail,	(Retail, Office, Warehouse, Shop, etc.)				
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			
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			

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_S.F. @ \$_____per S.F. Use _____

(See reverse side for expense data)

_____S.F. @ \$_____per S.F. Use _____

INCOME AND EXPENSE - OFFICE / RETAIL PROPERTIES

EXPENSE INFORMATION		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							
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:							