

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: | | |
| | | |