



Multiuse
Income and Expense Reporting Form

Property Information

Property Owner
Property Address
Mailing Address
Geocode
Doing Business As (DBA) or Building Name

Income and Expense Data

Rents received as of 12/31/
Please round to nearest dollar

- 1. Apartment rentals
2. Office rentals
3. Retail rentals
4. Industrial/warehouse/garage rentals
5. Room rentals
6. Other rentals (specify)
7. Parking rental
8. Loss due to vacancy and/or collection
9. Other income and reimbursements
10. Governmental subsidies
11. Ground rent received

Expenses

- 12. Advertising
13. Cleaning
14. Commissions
15. Insurance
16. Legal and accounting fees
17. Management (cost of administering the leases)
18. Repairs
19. Supplies
20. Property taxes
21. Utilities
22. Other (describe)
23. Payroll associated with property (except management)
24. Snow/trash removal and landscape maintenance
25. Maintenance (describe)
26. Reserves for replacement
27. Security
28. Ground rent paid

Signature

Signature of Owner or Preparer
Date
SSN or FEIN
Print Name and Title
Contact Phone Number
Email Address

Income and Expense Data (cont.)

Project Amenities (Check any that may apply.)				
<input type="checkbox"/> Swimming pool	<input type="checkbox"/> Sauna/hot tub	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Shops	<input type="checkbox"/> Fenced
<input type="checkbox"/> Tennis courts	<input type="checkbox"/> Washer/dryer	<input type="checkbox"/> Coffee shop	<input type="checkbox"/> Game room	<input type="checkbox"/> RV waste disposal
<input type="checkbox"/> Clubhouse	<input type="checkbox"/> Range	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Beauty shop	<input type="checkbox"/> Night lights
<input type="checkbox"/> Exercise room	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Bar	<input type="checkbox"/> Guest laundry	<input type="checkbox"/> Heated units
<input type="checkbox"/> Covered parking	<input type="checkbox"/> Storage	<input type="checkbox"/> Casino	<input type="checkbox"/> Convenience store	<input type="checkbox"/> On-site office

Expense Responsibilities							
	Owner	Tenant	Shared		Owner	Tenant	Shared
Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cable TV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking lot maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Annual Square Foot Rental Data - Market rent is the rent currently required if the property/unit were vacant.							
Floor level	Leasable area in square feet	Type of lease	Term of lease		Annual market rent \$	Additional annual income \$	Annual average vacancy %
			From year	To year			
From: _____ To: _____							
From: _____ To: _____							
From: _____ To: _____							
From: _____ To: _____							

Apartment Data - Market rent is the rent currently required if the property/unit were vacant.									
# of units	# of bedrooms per unit	# of bathrooms per unit	Furnished	Monthly market rent per unit	Check if applicable and list monthly rent if not included in market rent.				
					Open parking	Covered parking	Storage	Garage 1 car	Garage 2 car
			Y / N	\$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
			Y / N	\$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
			Y / N	\$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
			Y / N	\$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____

Monthly Rental Data - Mini-Warehouses - Market rent is the rent currently required if the property/unit were vacant.									
W	Unit size		# of units	Market rent	Temperature control	Power	Project amenities		
	L	H					Security	Yard lights (owned)	On-site manager
	x	x		\$ _____	<input type="checkbox"/>				
	x	x		\$ _____	<input type="checkbox"/>				
	x	x		\$ _____	<input type="checkbox"/>				
Outdoor parking spaces				\$ _____					

Monthly Market Rent Schedule - Market rent is the rent currently required if the property/unit were vacant.			
_____ Mobile home spaces	@ \$ _____	_____ RV spaces	@ \$ _____
_____ Mobile home spaces	@ \$ _____	_____ RV spaces	@ \$ _____
_____ Mobile home spaces	@ \$ _____	_____ RV spaces	@ \$ _____
_____ Tent sites	@ \$ _____	_____ Cabins	@ \$ _____
_____ Boat storage	@ \$ _____	_____ Parking spaces	@ \$ _____