



Square Foot Rental (Office, Retail, Warehouse and Restaurant) Income and Expense Reporting Form

Property Information

Property Owner _____

Geocode _____

Property Address _____

Doing Business As (DBA) or
Building Name _____

Mailing Address _____

Income and Expense Data

Rents received as of 12/31/ _____

Please round to nearest dollar

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

Expenses

- 10. Advertising \$ _____
- 11. Cleaning \$ _____
- 12. Commissions \$ _____
- 13. Insurance \$ _____
- 14. Legal and accounting fees \$ _____
- 15. Management (cost of administering the leases) \$ _____
- 16. Repairs \$ _____
- 17. Supplies \$ _____
- 18. Property taxes \$ _____
- 19. Utilities \$ _____
- 20. Other (describe) _____ \$ _____
- 21. Payroll associated with property (except management) \$ _____
- 22. Snow/trash removal and landscape maintenance \$ _____
- 23. Maintenance (describe) _____
_____ \$ _____
- 24. Reserves for replacement \$ _____
- 25. Security \$ _____
- 26. 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 percent
				From year	To year			
From:	To:							
From:	To:							
From:	To:							
From:	To:							
From:	To:							
From:	To:							

Please be advised that you are required to report if you have business equipment with a market value of \$100,000 or more. If you have or have recently acquired business equipment with a market value that exceeds \$100,000, please check the box below to receive a business equipment reporting form if one has not already been provided to you.

Please send me a business equipment reporting form.