**Office Building/Retail Stores**

**Business or Building Name:**

**Parcel #**

Gross Square Feet**=**      Net Leasable Square Feet**=**

Type of Lease: Gross [ ]  Net [ ]  Triple Net (NNN) [ ]  Other [ ]  (Describe)

Is Property Owner Occupied? No [ ]  Yes [ ]  Partial [ ]  Owner’s Square Feet

**Potential Charges to Tenants Tenant Pays Describe**

Common Area Maintenance None [ ]  All [ ]  Partial [ ]

Real Estate Taxes None [ ]  All [ ]  Partial [ ]

Insurance None [ ]  All [ ]  Partial [ ]

Management None [ ]  All [ ]  Partial [ ]

Utilities None [ ]  All [ ]  Partial [ ]

**Income Data Summary**: Provide latest three year history

 Two Three

 Last Year Years Ago Years Ago

 Year:      Year:      Year:

Potential Gross Income (100% Occupancy) = $      $      $

Vacancy and Collection Loss (Actual) -      -      -

Adjusted Gross Income =

Charges to Tenants +      +      +

Overage Rents = +      +      +

Other Income (Service, Misc., Etc.) +      +      +

Effective Gross Income =

Total of all Expenses -      -      -

Net Operating Income $      $      $

Additional Information/Remarks

**Office Building/Retail Stores**

Provide Three Year History

Note: For proper analysis all expenses reported should be **Actual** incurred each year.

**Disallowed Expenses**: Depreciation, Mortgage Debt Service and Property Tax

 Last Year Two Years Ago Three Years Ago

 Year:      Year:      Year:

**Actual Expenses**

Annual Insurance $      $      $

Management/Agent Fees

Advertising Promotion

Administrative/Salaries

Gas/Electric

Water/Sewer

Telephone

Bldg. Maintenance and Repairs

Parking Lot and Common Area

Service Contracts

Janitorial

Supplies

Other Expenses (Describe)

**Major Replacement/Repairs** (from Pg. 3)

**Total of all Expense**= $      $      $

**Last Year**

**Major Replacement/Repairs**

Date (Mo/Yr) Total Cost ÷ Avg. Life (Yrs) = Annual Amt.

Heating/Cooling       $      ÷       = $

Roofing       $      ÷       = $

Floor Coverings       $      ÷       = $

Appliances/Water Heater       $      ÷       = $

Painting (Multi-Unit)       $      ÷       = $

Others

       $      ÷       = $

Total for Last Year = $

**Two Years Ago**

**Major Replacement/Repairs**

Date (Mo/Yr) Total Cost ÷ Avg. Life (Yrs) = Annual Amt.

Heating/Cooling       $      ÷       = $

Roofing       $      ÷       = $

Floor Coverings       $      ÷       = $

Appliances/Water Heater       $      ÷       = $

Painting (Multi-Unit)       $      ÷       = $

Others

      $      ÷       = $

Total for Two Years Ago = $

**Three Years Ago**

**Major Replacement/Repairs**

Date (Mo/Yr) Total Cost ÷ Avg. Life (Yrs) = Annual Amt.

Heating/Cooling       $      ÷       = $

Roofing       $      ÷       = $

Floor Coverings       $      ÷       = $

Appliances/Water Heater       $      ÷       = $

Painting (Multi-Unit)       $      ÷       = $

Others

      $      ÷       = $

Total for Three Years Ago = $