## **INCOME & EXPENSE DATA WORKSHEET**

Annual Income and Expense Statement for the year ending:	PROPERTY ADDRESS	:					
PROPERTY USE (check all that apply):	Apartment	Office	Retail	Mixed Use	Shopping Center	Industrial	Other
CHECK HERE IF ANY PART OF THIS	PROPERTY IS OWI	NER OCCUI	PIED:				
<ol> <li>Total gross building area         <ul> <li>(Including owner-occupied space)</li> <li>Owner-occupied area</li> <li>Net Leasable area</li> <li>Number of rental units, including owner-openative</li> </ul> </li> </ol>	occupied			Sq. Ft. Sq. Ft. Sq. Ft.	5. Number of parking spa 6. Actual Year Built, if kn 7. Year Remodeled		
ACTUAL GROSS INCOME * 8. Apartment Rents (From Schedule A) 9. Office Rents (From Schedule B) 10. Retail Rents (From Schedule B) 11. Mixed Rents (From Schedule B) 12. Shopping Center Rents (From Schedule 13. Industrial Rents (From Schedule B) 14. Other Rents (From Schedule B) 15. Parking Rents 16. Other Misc income (e.g. CAM, INS or TA: 17. TOTAL ACTUAL GROSS INCOME = 18. Less, losses from vacancy and credit co 19. EFFECTIVE GROSS ANNUAL INCOME	X Reimbursement) llection				LESS, ACTUAL EXPENSE 20. Heating fuel 21. Gas and electricity 22. Water and sewer 23. Other utilities 24. Payroll (do not includ 25. Supplies 26. Management 27. Insurance 28. Common Area Maint 29. Leasing Fees/Commi 30. Legal and Accounting 31. Elevator maintenanc 32. Tenant improvement 33. General repairs 34. Other (specify) 35. Other (specify) 36. Other (specify) 37. Reserves 38. Security	le management) enance ssions/Advertising g	

DO NOT INCLUDE TAXES, DEPRECIATION OR MORTGAGE PAYMENTS AS AN EXPENSE

## SCHEDULE A – APARTMENT RENT SCHEDULE

								Typical
<u>Unit Type</u>		<u>No. Of L</u>	<u>Jnits</u>		<u>Unit Size</u>	Monthly	Lease Term	
	Total	Rented	Rooms	Baths	Sq. Ft.	Per Unit	Total	
Efficiency								
1 Bedroom								
2 Bedroom								
3 Bedroom								
4 Bedroom								
Other rentable units								
Owner/manager occupied								
Subtotal								
Parking								
Other income (specify)								
TOTAL								

Complete this section for apartment rentals only ITEMS INCLUDED IN RENT (Check all that apply)

□Heat □ Electricity	<ul> <li>Furnishings</li> <li>Security</li> </ul>
Other utilities	Pool
Air conditioning	Tennis courts
Stove/Refrigerator	Parking
Dishwasher	Garbage disposal
Other (specify):	

### SCHEDULE B – OTHER NON-APARTMENT RENT SCHEDULE Complete this section for all other rental areas, except for apartments

	<u>Floor</u>											
<u>Tenant Name</u>	Location	<u>Lease Terms</u>		<u>Annual Rent</u>		Parking		Interior Finish				
		Start	End	Sq. Ft.	Base Mthly	Escal/CAM/	Total	# of Spaces	Annual	Owner	Tenant	If Owner Provided,
		Date	Date	Rented	Rent \$	Overage	Rent \$		Rent \$	Provided	Provided	\$ Cost to Fit Up /
												Renovate
TOTAL												

# PURCHASE PRICE VERIFICATION

Complete this section if the property was purchased within the last 10 years

Copy and attach if additional pages are needed

Purchase Price	\$	Down Payment:		\$		Purchase Date:			
Selling Broker:		Broker Telephone#	<b>#</b> :						
Date of Last Appraisal:		Appraisal Firm:				Appraised Value:	\$		
First Mortgage:	\$	Interest Rate:		_%	Payment ScheduleTerm:		Years	□ Fixed	🗆 Variable
Did the purchase price in	clude monies allocated for:	Furniture?	\$		Equipment?	\$	Other?	\$	
PROPERTY CONDITION:		ESTIMATE OF REPA	AIRS NEED	DED AT THE T	ME OF SALE:	\$	_		
Has the property been lis	ted for sale since your purchase?	Yes □No							
If yes, provide list price:		Date sted:		Listing broker:			oker's ephone:		

**COMMENTS**: Please explain any special circumstances, or extraordinary factors that affected the purchase price, e.g., vacancy, seller motivation, conditions of sale, property condition, favorable seller financing, etc. Use this area for any other helpful information or comments.

### ALL OWNERS MUST SIGN AND DATE THE ATTESTATION BELOW

### ATTESTATION:

I DO HEREBY DECLARE THAT THE INFORMATION PROVIDED, ACCORDING TO THE BEST OF MY KNOWLEDGE, MEMORY, AND BELIEF, IS A COMPLETE AND TRUE STATEMENT OF ALL INCOME AND EXPENSES ATTRIBUTABLE TO THE IDENTIFIED PROPERTY.

Signature:	Name (Print):	Date:	
Title:	Telephone #:		