

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 OWNER OCCUPIED:

- | | | |
|--|---------|--------------------------------------|
| 1. Total gross building area
(Including owner-occupied space) _____ | Sq. Ft. | 5. Number of parking spaces _____ |
| 2. Owner-occupied area _____ | Sq. Ft. | 6. Actual Year Built, if known _____ |
| 3. Net Leasable area _____ | Sq. Ft. | 7. Year Remodeled _____ |
| 4. Number of rental units, including owner-occupied _____ | | |

ACTUAL GROSS INCOME *	LESS, ACTUAL EXPENSES
8. Apartment Rents (From Schedule A) _____	20. Heating fuel _____
9. Office Rents (From Schedule B) _____	21. Gas and electricity _____
10. Retail Rents (From Schedule B) _____	22. Water and sewer _____
11. Mixed Rents (From Schedule B) _____	23. Other utilities _____
12. Shopping Center Rents (From Schedule B) _____	24. Payroll (do not include management) _____
13. Industrial Rents (From Schedule B) _____	25. Supplies _____
14. Other Rents (From Schedule B) _____	26. Management _____
15. Parking Rents _____	27. Insurance _____
16. Other Misc income (e.g. CAM, INS or TAX Reimbursement) _____	28. Common Area Maintenance _____
17. TOTAL ACTUAL GROSS INCOME = _____	29. Leasing Fees/Commissions/Advertising _____
18. Less, losses from vacancy and credit collection _____	30. Legal and Accounting _____
19. EFFECTIVE GROSS ANNUAL INCOME = _____	31. Elevator maintenance _____
	32. Tenant improvements _____
	33. General repairs _____
	34. Other (specify) _____
	35. Other (specify) _____
	36. Other (specify) _____
	37. Reserves _____
	38. Security _____
	39. TOTAL ACTUAL EXPENSES = _____
	40. NET OPERATING INCOME = _____

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

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 #: _____

Date of Last Appraisal: _____ Appraisal Firm: _____ Appraised Value: \$ _____

First Mortgage: \$ _____ Interest Rate: _____ % Payment Schedule Term: _____ Years Fixed Variable

Did the purchase price include monies allocated for: Furniture? \$ _____ Equipment? \$ _____ Other? \$ _____

PROPERTY CONDITION: _____ ESTIMATE OF REPAIRS NEEDED AT THE TIME OF SALE: \$ _____

Has the property been listed for sale since your purchase? Yes No

If yes, provide list price: \$ _____ Date listed: _____ Listing broker: _____ Broker's Telephone: _____

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 #: _____