**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 = $