

COMMERCIAL INCOME & EXPENSE

Business

Information received is confidential
and not open to public inspection.

	Annual Income (2015)
Basement Gross Potential Income (Assumes 100% Occupied)	
First Floor Gross Potential Income (Assumes 100% Occupied)	
Upper Floors Gross Potential Income (Assumes 100% Occupied)	
Other Income (Please explain)	
Other Income (Please explain)	
Gross Potential Income (Sum of all Rents)	(sum of above lines)
Vacancy & Collection Loss	(subtract)
Effective Gross Income (Sum of all Rents – Vacancy & Loss)	(total)

(In lieu of completing this form a copy of an income and expense statement may be submitted. If a tax form is submitted accompanying schedules should be included.)

Basement:

Rental Breakdown by Unit

Date Effective: _____

Number of Square Feet Used	Price per Square Foot	Use (Retail, Warehouse, Shop etc)
1)	\$	
2)	\$	
3)	\$	
4)	\$	

First Floor:

Number of Square Feet Used	Price per Square Foot	Use (Retail, Warehouse, Shop etc)
1)	\$	
2)	\$	
3)	\$	
4)	\$	

Upper Floors:

Number of Square Feet Used	Price per Square Foot	Use (Retail, Warehouse, Shop etc)
1)	\$	
2)	\$	
3)	\$	
4)	\$	

EXPENSE INFORMATION

	Annual Expenses (2013)
Management/Administrative	
Insurance	
Utilities	
Maintenance/Repair & Services	
Parking Lot Maintenance	
Lawn Care	
Advertising	
Legal	
Accounting	
Taxes (Real Estate)	
Miscellaneous (Specify)	
Reserves for Replacement	

What expenses are the tenants responsible for?
