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| --- | --- |
| **Parcel ID:** |  |
| **Property Address:**  | **Mailing Address:** |
| **Owner:**  | **City/State/Zip:** |
| 1. Primary Property Use: Apartment\_\_\_ Office:\_\_\_  | Retail\_\_\_ Industrial\_\_\_ Mixed Use\_\_\_ Other\_\_\_ |
| 2. Gross Building Area (SF) (SF) |  | 6. Number of Units |   |
| 3. Net Leasable Area (SF) (sched. B) |  | 7. Number of Parking Spaces Cleaning and Maintenance |  |
| 4. Owner Occupied Area (SF) (sched. B) |  | 8. Actual Year Built |  |
| 5. Common Area (SF) |  | 9. Year Remodeled |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME - 2017** |  | **EXPENSES – 2017** |  |
| 10. Apartment Rentals (Sched. A)  | $ | 22. Advertising | $ |
| 11. Office Rentals (Sched. B)  | $ | 23. Cleaning and Maintenance (Incudes Snow Removal and Trash Removal) | $ |
| 12. Retail Rentals (Sched. B)  | $ | 24. Commissions/Leasing Fees | $ |
| 13. Industrial Rentals (Sched. B)  | $ | 25. Insurance (Building Only)  | $ |
| 14. Mixed Use Rentals (Sched. C)  | $ | 26. Professional & Legal Fees | $ |
| 15. Other Rentals | $ | 27. Management/Admin Fees | $ |
| 16. Parking Rentals | $ | 28. Repairs and Maintenance | $ |
| 17. Common Area Maint. (CAM)  | $ | 29. Supplies | $ |
| 18. Other Property Income (billboard, cell tower, etc.) | $ | 30. Utilities (paid by owner)  | $ |
| 19. Total Potential Gross Income | $ | 31. Other  | $ |
| 20. Vacancy and Collection Loss  | $ | 32. Reserves for Replacement | $ |
| **21. Effective Gross Annual Income**  ***(Subtract Line 20 from Line 19)*** | $ | **33. Total Expenses** ***Add lines 22 to 33*** | $ |

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name/Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***The above identified property is owner occupied \_\_\_\_\_\_***

***The above identified property is leased to a related person, corporation, or business entity \_\_\_\_\_***