

# COMMERCIAL/INDUSTRIAL REAL PROPERTY

INCOME QUESTIONNAIRE FOR 36 MONTHS: FROM 2009 TO 2011

NAME AND LOCATION OF PROPERTY \_\_\_\_\_

OWNER AND ADDRESS OF RECORD \_\_\_\_\_

Present % use of property (store, office, warehouse, etc.) \_\_\_\_\_

Services & utilities included in rent: Heat ( ) A/C ( ) Gas ( ) Electric ( ) Janitor ( )  
Other List) \_\_\_\_\_

Gross Bldg. SF \_\_\_\_\_ Net Bldg. SF \_\_\_\_\_ Parking Spaces \_\_\_\_\_

Interior finish was provided by: Owner ( ) Tenant ( )

**ANNUAL INCOME:**

	2011	2010	2009
1. Retail Space @ 100% Occupancy	\$ _____	_____	_____
2. Office Rentals @ 100% Occupancy	\$ _____	_____	_____
3. Other Rentals @ 100% Occupancy	\$ _____	_____	_____
4. Overage (percentage) rents	\$ _____	_____	_____
5. Miscellaneous (List)	\$ _____	_____	_____
6. Total Possible Income (Lines 1-5)	\$ _____	_____	_____
7. Loss Due to Vacancy or Bad Debt	\$ _____	_____	_____
8. TOTAL ACTUAL INCOME(Line 6 less line 7)	\$ _____	_____	_____

**EXPENSES:**

9. Payroll (except manager, repair)	\$ _____	_____	_____
10. Supplies (janitor, bulbs, etc.)	\$ _____	_____	_____
11. Electricity	\$ _____	_____	_____
12. Water/Sewer	\$ _____	_____	_____
13. Fuel (Type of fuel _____)	\$ _____	_____	_____
14. Gas	\$ _____	_____	_____
15. Management Fees/Wages	\$ _____	_____	_____
16. Leasing Fees/Wages	\$ _____	_____	_____
17. Common Area Maintenance	\$ _____	_____	_____
18. Maintenance & Repairs (List)	\$ _____	_____	_____
19. Administrative Cost (List)	\$ _____	_____	_____
20. Services (List)	\$ _____	_____	_____
21. Miscellaneous Expenses (List)	\$ _____	_____	_____
22. Fire Insurance & Extended Coverage	\$ _____	_____	_____
23. Reserves for Replacements (List)	\$ _____	_____	_____
24. TOTAL EXPENSES (Lines 9 - 23)	\$ _____	_____	_____
25. NOI (Line 8 less line 24)	\$ _____	_____	_____
26. Real Estate Taxes	\$ _____	_____	_____
27. Mortgage Payment	\$ _____	_____	_____
28. Building Depreciation	\$ _____	_____	_____

**MORTGAGE/SALES INFORMATION:**

1. Is there a current mortgage on this property? Yes \_\_\_\_\_ No \_\_\_\_\_

2. If Yes, please provide the following data:

_____	_____	_____
Name of Mortgagee	Mortgage Amount	Interest Rate
_____	_____	_____
Term of Mortgage	Date 1 <sup>st</sup> Payment	Monthly Payment

3. Please provide: Date Purchased \_\_\_\_\_ Consideration \_\_\_\_\_

I declare, under the penalties of perjury, that the contents of this form and all the accompanying schedules and statements have been examined by me and are true, correct, and complete to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title of Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name of Signer

\_\_\_\_\_  
Phone Number

RP-24 (Rev. 12/03rs)