COMMERCIAL INCOME & EXPENSE

Business

Information received is confidential and not open to public inspection.

	Annual Income (2014)
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 (2014)
Management/Administrative	
Insurance	
Utilities	
Maintenance/Repair & Services	
Parking Lot Maintenance	
Lawn Care	
Advertising	
Legal	
Accounting	
Taxes (Real Estate)	
Miscellaneous (Specify)	
Miscellaneous (Specify)	
Miscellaneous (Specify)	
Miscellaneous (Specify)	
Miscellaneous (Specify)	
Reserves for Replacement	

What expenses are the tenants responsible for?