## CONFIDENTIAL PROPERTY INFORMATION FORM (COMMERCIAL/INDUSTRIAL PROPERTIES)

					Purchased Land Only Purchased Land & Building(s)  FOR \$ IN(YEAR)  IF THE ABOVE PURCHASE PRICE INCLUDES ANY AMOUNT FOR ITEMS OTHER THAN REAL ESTATE (SUCH AS FURNITURE & FIXTURES, MACHINERY & EQUIPMENT) PLEASE DETAIL BELOW.  ITEMS  AMOUNT \$
Please complete if property	ALL COST MATERIAL	s built beto S SHOULD IN LS, ARCHITE TORS OVERI	NCLUDE LAI CTURAL FE	BOR, ES,	BUILDING COST SHOULD INCLUDE ALL MECHANICAL FEATURES (PLUMBING, HEATING, AIR CONDITIONING, ETC.) AS WELL AS THE STRUCTURE ITSELF.
	COST			YEAR	COMMENTS
SITE (LAND) MPROVEMENTS					
BUILDINGS ADDITIONS TO					
DRIGINAL BUILDING					
PAVING					
OTHER YARD ITEMS					
TOTAL					
REMODELING 3) Please complete if property was remodeled between 2011 and 2019. Please explain in detail what part of building was remodeled, indicate cost and year.					

Tenant

SEE BACK OF FORM FOR ADDITIONAL INFORMATION

Owner

REMODELED COST PAID FOR BY

## OPERATING STATEMENT FISCAL YEAR \_\_\_\_\_

Please attach Rent and Income and Expense Statement in addition to, or in lieu of, this form.

## GROSS ANNUAL RENTAL INCOME FOR GENERAL COMMERCIAL PROPERTIES

FLOOR LEVEL	TYPE OF USE	AMOUNT OF SQ FT	RENT PER MONTH OR YEAR	% OCCUPIED	REIMBURSEMENTS*	MISC INCOME
BASEMENT	RETAIL					
	OFFICE					
	APARTMENT					
	INDUSTRIAL					
	WAREHOUSE					
FIRST FLOOR	RETAIL					
	OFFICE					
	APARTMENT					
	INDUSTRIAL					
	WAREHOUSE					
SECOND FLOOR	RETAIL					
	OFFICE					
	APARTMENT					
	INDUSTRIAL					
	WAREHOUSE					
THIRD FLOOR	RETAIL					
	OFFICE					
	APARTMENT					
	INDUSTRIAL					
	WAREHOUSE					
FOURTH FLOOR	RETAIL					
	OFFICE					
	APARTMENT					
	INDUSTRIAL					
	WAREHOUSE					

<sup>\*</sup> Reimbursement from tenant to owner for common area maintenance (CAM), utilities, taxes, etc. should be listed as income if same is taken as an expense.

## Expenses for Year 20 \_\_\_\_\_ PLEASE do not list any expense twice!

Al	NNUAL OPERATING	EXPENSES
	FEE	\$
MANAGEMENT	COMMISSIONS	\$
	LEGAL AND ACCOUNTING	\$
	WAGES AND PAYROLL	\$
	EXPENSES	\$
	GROUP INSURANCE	\$
GENERAL	BUILDING SUPPLIES	\$
	GARBAGE COLLECTION	\$
	ADVERTISING	\$
	MISCELLANEOUS	
	(DO NOT PUT VACANCY LOSS HERE)	\$
CLEANING	SUPPLIES	\$
	CONTRACT SERVICE	\$
	ELECTRIC	\$
UTILITIES	GAS	\$
(Not charged to	WATER/SEWER	\$
<u>tenant</u> )	TELEPHONE	\$
ELEVATORS	REPAIRS	\$
	CONTRACT SERVICE	\$
MAINTENANCE /	DECORATING	\$
REPAIRS	MAINTENANCE EXPENSES	\$
LARGE CAPITAL	MAJOR REPAIRS NOT	\$
<b>EXPENSES</b>	USUALLY DONE EACH YEAR	
RESERVE FOR	Amount held in reserve for replacing	\$
REPLACEMENTS	items such as roofs, water heaters, etc.	
	REAL ESTATE INSURANCE	
	(ANNUAL)	\$
	REAL ESTATE TAXES	\$
FIXED EXPENSE	OTHER EXPENSES	
	(Homeowner's Association	
	Fees, etc.)DEFINE EXPENSE	\$
	DEPRECIATION	\$
	INTEREST ON MORTGAGE	\$
	LAND RENT (if leased land)	\$
	TO TAX	Φ.
	TOTAL	\$

Please attach any additional information that you feel may be related to this data. **If you have this information in another format or spreadsheet**, <u>you may submit it in that form.</u> *Please show only one year's expense per worksheet*.

Signature of Owner or Agent	Telephone Number	Date