

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					

* 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!

ANNUAL OPERATING EXPENSES			
MANAGEMENT	FEE	\$	
	COMMISSIONS	\$	
	LEGAL AND ACCOUNTING	\$	
GENERAL	WAGES AND PAYROLL EXPENSES	\$	
	GROUP INSURANCE	\$	
	BUILDING SUPPLIES	\$	
	GARBAGE COLLECTION	\$	
	ADVERTISING	\$	
	MISCELLANEOUS (DO NOT PUT VACANCY LOSS HERE)	\$	
	CLEANING	SUPPLIES	\$
CONTRACT SERVICE		\$	
UTILITIES <i>(Not charged to tenant)</i>	ELECTRIC	\$	
	GAS	\$	
	WATER/SEWER	\$	
	TELEPHONE	\$	
ELEVATORS	REPAIRS	\$	
	CONTRACT SERVICE	\$	
MAINTENANCE / REPAIRS	DECORATING	\$	
	MAINTENANCE EXPENSES	\$	
LARGE CAPITAL EXPENSES	MAJOR REPAIRS NOT USUALLY DONE EACH YEAR	\$	
RESERVE FOR REPLACEMENTS	Amount held in reserve for replacing items such as roofs, water heaters, etc.	\$	
FIXED EXPENSE	REAL ESTATE INSURANCE (ANNUAL)	\$	
	REAL ESTATE TAXES	\$	
	OTHER EXPENSES (Homeowner's Association Fees, etc.)	\$	
	DEPRECIATION	\$	
	INTEREST ON MORTGAGE	\$	
	LAND RENT (if leased land)	\$	
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, you may submit it in that form.** *Please show only one year's expense per worksheet.*

Signature of Owner or Agent

Telephone Number

Date