

# 2015 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

(if different from front) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Property Name \_\_\_\_\_

1 **Primary Property Use (Check One)**       Apartment     Office     Retail     Mixed Use     Shopping Ctr.     Industrial     Other

2 Gross Building Area \_\_\_\_\_

(Including Owner-Occupied Space)      Sq. Ft. \_\_\_\_\_

3 Net Leasable Area \_\_\_\_\_      Sq. Ft. \_\_\_\_\_

4 Owner-Occupied Area \_\_\_\_\_      Sq. Ft. \_\_\_\_\_

5 Number Of Units \_\_\_\_\_

6 Number of Parking Spaces \_\_\_\_\_

7 Actual Year Built \_\_\_\_\_

8 Year Remodeled \_\_\_\_\_

## INCOME

9 Apartment Rentals (From Schedule A) \_\_\_\_\_

10 Office Rentals (From Schedule B) \_\_\_\_\_

11 Retail Rentals (From Schedule B) \_\_\_\_\_

12 Mixed Rentals (From Schedule B) \_\_\_\_\_

13 Shopping Center Rentals (From Schedule B) \_\_\_\_\_

14 Industrial Rentals (From Schedule B) \_\_\_\_\_

15 Other Rentals (From Schedule B) \_\_\_\_\_

16 Parking Rentals \_\_\_\_\_

17 Other Property Income \_\_\_\_\_

18 **TOTAL POTENTIAL INCOME** \_\_\_\_\_

(Add Line 9 Through Line 17)

19 Loss Due to Vacancy and Credit \_\_\_\_\_

20 **EFFECTIVE ANNUAL INCOME** \_\_\_\_\_

(Line 18 Minus Line 19)

## EXPENSES

21 Heating/Air Conditioning \_\_\_\_\_

22 Electricity \_\_\_\_\_

23 Other Utilities \_\_\_\_\_

24 Payroll (Except management) \_\_\_\_\_

25 Supplies \_\_\_\_\_

26 Management \_\_\_\_\_

27 Insurance \_\_\_\_\_

28 Common Area Maintenance \_\_\_\_\_

29 Leasing Fees / Commissions / Advertising \_\_\_\_\_

30 Legal and Accounting \_\_\_\_\_

31 Elevator Maintenance \_\_\_\_\_

32 Tenant Improvements \_\_\_\_\_

33 General Repairs \_\_\_\_\_

34 Other (Specify) \_\_\_\_\_

35 Other (Specify) \_\_\_\_\_

36 Other (Specify) \_\_\_\_\_

37 Security \_\_\_\_\_

38 **TOTAL EXPENSES**(Add Lines 21 Through 37) \_\_\_\_\_

39 **NET OPERATING INCOME**(Line 20 Minus Line 38) \_\_\_\_\_

40 Capital Expenses \_\_\_\_\_

41 Real Estate Taxes \_\_\_\_\_

42 Mortgage Payment (Principal and Interest) \_\_\_\_\_