

ANNUAL INCOME AND EXPENSE SUMMARY REPORT

Parcel ID:			
Property Address:	Mailing Address:		
Owner:	City/State/Zip:		
1. Primary Property Use: Apartment <input type="checkbox"/> Retail <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Other <input type="checkbox"/> Office: <input type="checkbox"/>			
2. Gross Building Area (SF)		6. Number of Units	
3. Net Leasable Area (SF)		7. Number of Parking Spaces	
4. Owner Occupied Area (SF)		8. Actual Year Built	
5. Common Area (SF)		9. Year Remodeled	

INCOME -		EXPENSES -	
10. Apartment Rentals (Sched. A)	\$	22. Advertising	\$
11. Office Rentals (Sched. B)	\$	23. Cleaning and Maintenance (Includes Snow Removal and Trash Removal)	\$
12. Retail Rentals (Sched. B)	\$	24. Commissions/Leasing Fees	\$
13. Industrial Rentals (Sched. B)	\$	25. Insurance (Building Only)	\$
14. Mixed Use Rentals (Sched. C)	\$	26. Professional & Legal Fees	\$
15. Other Rentals	\$	27. Management/Admin Fees	\$
16. Parking Rentals	\$	28. Repairs and Maintenance	\$
17. Common Area Maint. (CAM)	\$	29. Supplies	\$
18. Other Property Income (billboard, cell tower, etc.)	\$	30. Utilities (paid by owner)	\$
19. Total Potential Gross Income	\$	31. Other	\$
20. Vacancy and Collection Loss	\$	32. Reserves for Replacement	\$
21. Effective Gross Annual Income (Subtract Line 20 from Line 19)	\$	33. Total Expenses <i>Add lines 22 to 33</i>	\$

Signature _____ Date _____

Printed Name/Title _____ Email _____

The above identified property is owner occupied _____

The above identified property is leased to a related person, corporation, or business entity _____