

## Income and Expense Instructions

### Annual Income and Expense Summary Report

#### INCOME INSTRUCTIONS

- Item 10-17: Enter total of potential annual rents for all rental units as if 100% occupied and collected. You must complete and attach Schedule A and/or Schedule B & C.
- Item 18: Enter additional income received from items such as, billboard rental income, rooftop cell tower rental income, laundry, etc.
- Item 19: Enter sum of items 10 through 18.
- Item 20: Enter amount of income loss due to vacancy and collection & concession loss.
- Item 21: Subtract line 20 from line 19. Enter result on line 21.

#### EXPENSE INSTRUCTIONS

- Item 22: Enter amount paid by owner for advertising costs incurred in obtaining tenants and building occupants.
- Item 23: Enter expenses for cleaning and maintenance. This includes snow removal, trash removal, parking lot maintenance, and all expenses for janitorial services. (Remodeling and renovation expenses are not to be entered on this line.)
- Item 24: Enter leasing fees, commissions, etc. incurred in obtaining tenants and building occupants.
- Item 25: Enter annual insurance premium for fire, flood, etc. (real property only, do not include liability).
- Item 26: Enter fees of legal and/or accounting services related to the real property.
- Item 27: Enter the cost of services for management; either by a professional management agency, or the owner.
- Item 28: Enter costs related to general building repair to keep the property operating, e.g. repair of water heaters, cooling systems, glass, etc. (remodeling and renovation expenses are not to be entered on this line.)
- Item 29: Enter the cost of supplies provided by the owner necessary to the operation of the building.
- Item 30: Enter amount paid by owner for utilities; electric heat, lights, for heating and cooling, for gas, water, sewer charges, and any other utility paid for by the owner.
- Item 31: Enter amount paid by owner for other or miscellaneous expenses, such as security services, etc.
- Item 32: Enter amount for reserves for replacement, such as roof, heating system, etc.
- Item 33: Add lines 22-32. Enter amount.

**Income and Expense Instructions**

**ANNUAL INCOME AND EXPENSE SUMMARY REPORT**

<b>Parcel ID:</b>		<b>Calendar Year:</b>	
<b>Property Address:</b>		<b>Mailing Address:</b>	
<b>Owner:</b>		<b>City/State/Zip:</b>	
1. Primary Property Use: Apartment ___ Office: ___ Retail ___ Industrial ___ Mixed Use ___ Other ___			
2. Gross Building Area (SF)		6. Number of Residential Units	
3. Net Leasable Area (SF)		7. Number of Onsite Parking	
4. Owner Occupied Area (SF)		8. Actual Year Built	
5. Common Area (SF)		9. Most Recent Year Remodeled	

<b>ANNUAL INCOME</b>		<b>ANNUAL EXPENSES</b>	
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 Fees	\$
16. Parking Rentals	\$	28. Repairs and Maintenance	\$
17. Common Area Maint. (CAM)	\$	29. Supplies	\$
18. Other Property Income (billboard, rooftop cell tower, etc.)	\$	30. Utilities (all utilities paid by owner)	\$
19. Total Potential Gross Income	\$	31. Other	\$
20. Vacancy and Collection Loss	\$	32. Reserves for Replacement	\$
<b>21. Effective Gross Annual Income</b> <i>(Subtract Line 20 from Line 19)</i>	\$	<b>33. Total Expenses</b> <i>Add lines 22 to 32</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* \_\_\_\_\_