

The following instructions are provided to aid you in filling out the Income and Expense Report form. The information provided on the report should be in accordance with the accounting methodology used to report federal income taxes. Expenses are to be reported only once; double reporting is prohibited. Please round amounts to the nearest dollar.

Property Information Tab

Property Information Sub-tab

Confirm the property SSL and Premise Address

Enter the Gross Building Area (sq)

Enter the Net Leasable Area (sq)

Enter the Number of Parking Spaces

Indicate whether the Interior Finish or Build-Out of space is provided by (responsibility of) the Owner or Tenant.

Select Measuring Method (GSA, BOMA, or Other) from drop down.

Specify other measurement method (if other is selected)

Property Grade Space Sub-tab

Enter the amount (in square feet) of Above Grade Space, by use (office, retail, or storage).

Enter the amount (in square feet) of Below Grade Space, by use (office, retail, or storage).

Enter the amount (in square feet) of Vacant Space available as of January 1 (of the reporting year).

Enter the amount (in square feet) of Vacant Space available as of December 31 (of the reporting year).

Enter the Income Loss due to Vacancy during the reporting year.

Enter Income loss due to collection.

For Industrial Use Only: Enter the amount (in square feet) of Office Space, Unfinished Space, Heated Space, and Cooled Space. Enter the ceiling height, in feet.

Owner Tab

Owner Information Sub-tab

Provide the Owner's First Name.

Provide the Owner's Last Name.

Provide the Owner's FEIN (Federal Tax Identification Number or an Employer Identification Number (EIN))

List the building name.

Enter the Owner's Street Mailing Address (use Address line 2 if necessary).

Enter the Owner's City.

Enter the Owner's State.

Enter the Owner's Zip Code.

Enter the Owner's Country.

Additional SSLs Tab

If your operation encompasses more than one Square, Suffix and Lot (SSL), you may list the additional SSLs below. This will afford you filing credit for the parcels within the economic unit without the necessity of filing individual forms. You can add additional SSLs either by exporting, filling out and importing a file or by entering the SSLs below. ****Exporting/Importing Instruction TBD****

Income Tab

Income Question Sub-tab

Do you have income (Including negative income)? Indicate yes or no.

Do not indicate "No Income" if the property generates any income, even if the net income is negative. Do not indicate "No Income" if the property generates any income, even if the only income is miscellaneous income (such as parking, storage, antenna, or other roof income).

Only indicate "No Income" if the property generates no income because it is either entirely owner occupied or entirely vacant, and there is no miscellaneous income such as parking, storage, antenna or other roof income.

If you indicate "No Income" then you must explain in the notes section why there is no income being reported for the property.

Notes when no income (Max 256 characters)

Total calendar year concessions for new lease reporting requirements

Enter the dollar amount of any free rent or incentives provided to tenants signing new leases within the building. Additional details about new leases will be reported later in this form, on the tab titled New Lease Abstract.

Income Sub-tab

Do you have income (Including negative income)? Indicate yes or no.

Do not indicate "No Income" if the property generates any income, even if the net income is negative.
Do not indicate "No Income" if the property generates any income, even if the only income is miscellaneous income (such as parking, storage, antenna, or other roof income).

Only indicate "No Income" if the property generates no income because it is either entirely owner occupied or entirely vacant, and there is no miscellaneous income such as parking, storage, antenna or other roof income.

If you indicate "No Income" then you must explain in the notes section why there is no income being reported for the property.

Notes when no income (Max 256 characters)

Total calendar year concessions for new lease reporting requirements

Office income

Enter the actual income (collected) for the rental of all Office space, as described above.

Retail income

Enter the actual income (collected) for the rental of all Retail space, as described above.

Industrial/warehouse space

Enter the actual income (collected) for the rental of all Industrial/Warehouse space, as described above.

Escalation/overage/percentage rent

Enter the actual income (collected) for Escalations in base rents, Overage rents, and Percentage rents, in accordance with the terms of the applicable leases.

Storage space

Enter the actual income received in a 12-month (reporting) period for storage space.

Parking income

Enter the actual income received in a 12-month (reporting) period for parking.

Other income

Enter any other rental income, or other income attributable to the property, not covered above.

Sub-total income

Sub-Total Income is the Sum of all income enter above.

Real property tax reimbursements

Enter the Reimbursements from the tenant's pro rata share or pass-through of Real Estate Taxes.

Other operative expense reimbursements

Enter the Reimbursements from the tenant's pro rata share or pass-through of Common Area Maintenance.

Total actual income

Total Actual Income is the Sum of the sub-total, real property tax reimbursements, and other operative expense reimbursements.

Notes income

Use this field if you would like to enter any notes about the income.

Expense Tab

Expenses Sub-tab

Management and Administrative Variable Expenses. If the tenant reimburses you for any of the options below, select tenant.

Management fees

Enter the amount paid to a management company or self for operating the building. Do not count Management expenses here if the same administrative costs are shown elsewhere. Use the radio buttons to indicate whether these management fees were paid by the property owner or the tenant(s)

Advertisement/Marketing fees

Enter any advertising and marketing expenses. Do not count advertising or marketing expenses here if the same costs are shown elsewhere. Use the radio buttons to indicate whether these management fees were paid by the property owner or the tenant(s). Other administrative/payroll/professional fees

Other administrative/payroll/professional fees

Include any other administrative payroll, office supplies, accounting, professional and legal fees.

Water and sewer

Expense of water and sewer services for the reporting period.

Electricity

Electricity expense.

Heating fuel

Heating fuel expense. Do not include an amount for electric if it is listed above.

Heating fuel list

Specify the primary heating fuel (oil, gas, etc.) used for heating the building. If more than one type of fuel is used indicate the type and cost.

Maintenance/payroll/supplies/contract services

Expenses for repairs and maintenance include payroll and benefits for staff, expenses for maintenance supplies, annual maintenance and repairs, contract services. Examples include painting, replacing light bulbs, carpet, window treatments, etc. The extent of repairs here will be minor and normally anticipated. Extensive repairs to the roof, HVAC system, structural additions, extensions, etc. are capital expenditures, which go on the Additional Expense Information Sub-tab.

Mechanical repairs (electric, plumbing, HVAC)

Expenses for mechanical repairs, HVAC repairs, plumbing and electrical repairs.

Elevator (parts, labor, contract services)

Expense for elevator repairs which include parts, labor, and contract services.

Janitorial/cleaning/supplies/contract services

Expenses for janitorial services which include cleaning and supplies, contract services.

Landscaping/common area/ground maintenance

Expenses for landscaping services which includes common areas, ground maintenance, contract services.

Trash

Expenses for trash collection.

Security

Expenses for security.

Other repairs

Expenses for other repairs.

Other repairs list.

An itemized list with explanations for each item is required.

Total variable expenses (does not include Real Property Taxes)

Total Variable Expenses is the Sum of all expenses listed above. Do not include Real Estate Taxes in these variable expenses.

Fixed Expenses Sub-tab

Insurance (One year, fire, casualty)

Identify fire/casualty insurance expenses relevant to the reporting period only. Some insurance policies are multi-year contracts. Please include only one year's cost.

Miscellaneous taxes (non-payroll, non-real property)

Specify any miscellaneous taxes and license fees (ex. Payroll taxes, D.C. Franchise tax, etc.). Include and identify BID, Vault and Arena taxes. Do not include Real Estate Tax.

Total fixed expenses

Total Fixed Expenses is the Sum of the insurance and miscellaneous taxes.

Additional Expenses Information Sub-tab

Actual capital reserves deposited (Cash Basis)

Report capital reserves held for pending expected and unexpected improvements to the property.

Capital expenditures incurred during reporting period. If yes, please provide cost and attached detailed list.

Please report and attach a detailed list of any capital improvements or renovations to the property during the current reporting period. This will include any code compliance capital expenditures. Indicate the total cost and date of the expenditure.

Projected capital expenditures, next 5 years

Report and attach a detailed list of any capital improvements or renovations to the property anticipated in the next five years. This will include any code compliance capital expenditures. Indicate the total cost and date of the expenditure.

Annual Ground Rent if applicable

List the actual annual ground rent.

Inception date of lease

List the starting date of the ground lease.

Ending date of lease

List the ending date of the ground lease.

Real property taxes paid.

Expenses for Real Estate Taxes.

Mortgage/Sale/Management Tab

Mortgage/Sale/Management Sub-tab

List the most recent partial or complete interest transfer of the real property in the last 3 years.

Purchase date

Percent of ownership (%)

Purchase amount

Special conditions (1031 exchange, portfolio, sale, etc)

If a sale or transfer has occurred in the last 3 years, detail the most recent transfer. List the percent of ownership that changed whether it is fractional or complete.

Professional Appraisal

Most recent professional appraisal

Appraisal date

Appraisal value

Appraisal firm/individual

Indicate when the most recent independent fee appraisal has been done for the property and by which firm.

Management Information

Management company name

Address Line 1

Address Line 2

Phone number

Contact name

Contact Email Address

If the property is managed by a management company, please provide information pertaining to the management company.

Mortgage Status

Is there a current mortgage on this property?

Indicate if there is a mortgage on the property referenced in this questionnaire. If yes, please provide information pertaining to the new or existing mortgage.

Mortgage Details Sub-tab

Enter name of mortgage company

Enter term of mortgage

Enter current mortgage balance

Enter mortgage amount

Enter interest rate(%)

Enter date of mortgage

New Lease Abstract(s) Tab

Tenant Name

Type in the name of the individual who, or organization name which, are signatories to the lease or identity of the trade name which will provide easy recognition of the tenant and/or leased space.

Tenant FEIN

Please provide each tenant's Federal tax I.D. number, if known.

Location (floor(s))

Indicate on which level above or below grade the leased space in question is located. The number 1 shall equal at-grade space, 2 one floor above, and so on up to the top floor. The top floor should be designated by its ordinal sequence, not "Penthouse" or other adjective. "L1" shall designate the first floor below grade ["Lower (level) One"] and "L2" the second level below grade, (etc.). Do not use

concourse or another name for below grade levels. A half-level above grade may be designated Mezz. For mezzanine.

4. Occupied Net Rentable Area

Enter the leased area associated with the rental payments indicated on the same line. If an individual tenant has multiple uses (office, storage, below grade office, etc.) and different rental rates per use, fill out a new lease abstract for each new lease rate. List the square footage which corresponds to each new lease. This area should include any core or common area additional to the occupied area if this additional "core" area is the basis for additional rental income.

Status

For each tenant identified in # 1, please indicate if the lease is (1) Master Lease, (2) New Tenant, (3) Renewal, or (4) Option Exercised.

Sign Date

Please list the actual date the lease was signed by the tenant as it appears in the lease.

Start Date

Indicated the date the lease commenced as it appears in the lease. This should be the date the tenant began paying rent for the leased space.

Term (years)

Please list the length of terms of the lease as it appears in the lease.

End Date

Please list the actual date the lease expires as it appears in the lease.

Renewal Options

Indicate the terms of any renewal options provided to the tenant as it appears in the lease. For example, (1/5): one option to renew after the fifth year of the current lease.

Base Rent \$ Per Sq. Ft.

This rate should equal the actual lease payment as specified by the lease.

Annual Base Rent Increase (%)

This value should represent the actual percentage by which the rent indicated base rent will be increased in the subsequent years. If the lease contains a fixed percentage, that number should be included. If the lease specifies a formula based on an index (e.g. the Consumer Price Index or CPI) please note the corresponding index to be used.

Measuring Method

GSA (General Services Administration), BOMA (Building Owners and Managers Association), or Other (hand-measured, information from an appraisal, etc.)

Specify other measurement method (if other is selected)

Lease Type

The lease type should describe the parameters and guidelines with relation to tenant costs versus landlord costs which are usually outlined in each individual lease. Define if the lease is not FULL-SERVICE LEASE, NET LEASE, NET NET LEASE, TRIPLE NET LEASE, then specify other.

* **FULL-SERVICE LEASE**- **Tenant** only pays the base **rent**, while the **landlord** takes care of all operating costs.

* **NET LEASE**- refers to a contractual agreement where a lessee pays a portion or all of the taxes, insurance fees, and maintenance costs for a property in addition to rent.

* **NET NET LEASE** -is a **lease** agreement in which the tenant is responsible for both property taxes and premiums for insuring the building.

* **TRIPLE NET LEASE**- is a **lease** agreement on a property whereby the tenant or lessee promises to pay all the expenses of the property including real estate taxes, building insurance, and maintenance.

* **GROSS LEASE**- is a **lease** that includes any incidental charges a tenant might incur. These charges could include taxes, insurance, utilities, and any other charges that might be added to the final **lease** cost.

Space Type

Select if space is Office, Other, Retail, or storage.

Tenant Pays

Which of these expenses does the tenant pay? Tax Escalation – An amount over the base year real estate taxes as indicated in the lease if Tax Escalation clause exists. Expense Escalation – An amount over the base year expenses as indicated in the lease if Expense Escalation clause exists. Indicate the Base Year for each.

Which type of utility does the tenant pay?

Check all that apply.

Which operating expense does the tenant pay?

Check all that apply.

Is the Tenant responsible to pay a Percentage Rent or Overage?

If so, how is it calculated?

Tenant Improvements

This section represents the cost per square foot of tenant improvements. One hundred percent of the interior build-out construction cost should be reported; however, under no circumstance should Capital Expenditures such as code compliance (ADA, Fire/Life Safety, Hazard abatement) or common area updating (lobby/hallway renovation, roof, or elevator replacement) be included in the tenant improvement budget. If the tenant pays directly for tenant improvements (i.e., with retail tenants) and the costs are unknown, then enter N/A. Tenant improvements are not an operating expense and should not be deducted from operating income to calculate net operating income.

Leasing Commission Total Earned

Specify the total dollar amount of the commission paid to leasing agents for this lease.

Leasing Commission

Specify the commission, as a percentage, paid to leasing agents for this lease.

Concessions

Explain if there are any concessions offered to tenants.

Total Free Rent

Specify the total dollar amount of free rent given to the tenant.

Number of Months Free Rent

Express the amount of free rent given to the tenant in terms of the number of months of free rent allowed.

Other Concession Amount

Specify the total dollar amount of any concessions given to the tenant, in addition to free rent.

Other Concessions (specify)

Explain the form and type of any other concessions given to the tenant as quantified above.

Preparer Tab

The Income & Expense Report must be signed by the owner or an officially authorized representative. Please provide the name, title, and contact information of the Approver certifying the Report. The Approver is the owner, or a representative authorized by the owner to submit the Income & Expense Report on the owner's behalf. Also provide the name, title, and contact information of the Preparer (may be the same person as the Approver) as the person to contact regarding any questions about the information within the Report.

Indicate whether the Approver is the same as the preparer.

Enter the preparer's first Name.

Enter the preparer's last Name.

Enter the preparer's Company Name.

Enter the preparer's Title and the preparer's relationship to the property owner.

Enter the preparer's Email address. Confirm the preparer's email address.

Enter the preparer's Phone number. Confirm the preparer's phone number.

Enter the preparer's Address (use Address line 2 if necessary).

Enter the preparer's City.

Enter the preparer's State.

Enter the preparer's Zip Code.

Enter the preparer's Country.

Approver Tab

Enter the approver's first Name.

Enter the approver's last Name.

Enter the approver's Company Name.

Enter the approver's Title and the preparer's relationship to the property owner.

Enter the approver's Email address. Confirm the preparer's email address.

Enter the approver's Phone number. Confirm the preparer's phone number.

Enter the approver's Address (use Address line 2 if necessary).

Enter the approver's City.

Enter the approver's State.

Enter the approver's Zip Code.

Enter the approver's Country.

Certification Tab

Checking the box on the Certification tab certifies, under penalty of law, that the information provided is true, correct, and complete to the best of your knowledge and belief. Making a false statement is punishable by criminal penalties. Please reference DC Code §§ 22-2405 and 47-4106.

Submission Code Tab

Enter the six-character alphanumeric submission code that was provided to you in the Notice of Income & Expense Filing Requirement notice that was mailed in December of 2020.