COMMERCIAL / INDUSTRIAL REAL PROPERTY

INCOME QUESTIONNAIRE FOR THE 36 MONTHS FROM 1/1/2021 TO 12/31/2023

# «PROPERTY\_NAME» «OWNER\_OF\_RECORD»

# «ADDRESS\_OF\_PROPERTY» «TAX\_ACCOUNT\_s»

# 

Present % use of property (store, office, warehouse, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check services & utilities included in rent: Heat ( ) Gas ( ) Elec ( ) A/C ( ) Janitor ( ) Other (List)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gross Building Sq. Ft.\_\_\_\_\_\_\_\_\_\_\_ Net Bldg. Sq. Ft. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interior finish was provided by : Owner ( ) Tenant ( )

**ANNUAL INCOME:** **2021 2022 2023**

1. Retail Space – 100% Capacity

2. Office Rentals – 100% Capacity $

3. Other Rentals – 100% Capacity $

100 %

Owner

Occupied

4. Overage (percentage rents) $

5. Miscellaneous $

6. Total Possible Income (Lines 1 – 5) $

7. Loss due to Vacancy or Bad Debt $

8. TOTAL ACTUAL INCOME (Line 6 less Line 7) $

**EXPENSES:**

9. Payroll (except manager, repair) $

10. Supplies (janitor, bulbs, etc.) $

11. Electricity & Utilities $ $

12. Fuel (Type of fuel) $

13. Management Fees/Wages $

14. Leasing Fees/Wages $

15. Common Area Maintenance (List) $

16. Maintenance and Repairs (List) $

17. Administrative Costs (List) $

18. Services (List) $

19. Miscellaneous Expenses (List) $

20. Fire Insurance and Extend. Coverage $

21. Reserves for Replacements (List) $

22. TOTAL EXPENSES (lines 9 – 21) & attachments) $

**23. NOI (Line 8 less Line 22) $**

24. Real Estate Taxes $

25. Mortgage Payment $

26. Building Depreciation $

27. Capital Expenditures (List) $

## MORTGAGES/SALES INFORMATION

1. Is there a current mortgage on this property? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_

2. If “yes,” please provide the following data:

(A)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (B)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Mortgagee Mortgage Amount Interest Rate

(D)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (E)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (F)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term of Mortgage Date 1st Payment Monthly Payment

3. Date Purchased \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consideration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I declare, under the penalties of perjury, that the contents of this form and the accompanying schedules and statements have been examined by me and are true, correct, and complete to the best of my knowledge, information, and belief.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Title of Signer Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Signer Telephone Number

«CLIENT\_NAME» «CLIENTMATTER\_» «ATTORNEY»