

Parcel ID:

Civic Address:

Municipality Name:

Company Name:

TENANT ROLL LEASE
INFORMATION

INCOME AND EXPENSE QUESTIONNAIRE

TENANT	LEASED AREA	LEASED RATE/ SQUARE FOOT	OVERAGE OR % RENT	AMOUNT OF OVERAGE OR % RENT PAID LAST YEAR	TERM OF LEASE	LEASE TYPE (Gross, Semi-Gross, Net)	COMMENTS
					/ TO/		
					/ TO/		
					/ TO/		
					/ TO/		
					/ TO/		
					/ TO/		
					/ TO/		
					/ TO/		

RECOVERY INCOME
(Expenses recovered from tenants)

VACANCY RATE

MISCELLANEOUS RENTALS

Gross Rent (as if 100% Occupied)

OTHER INCOME

Actual Annual Rent

COMMENTS

See Reverse

INCOME AND EXPENSE QUESTIONNAIRE, CONTINUED

OPERATING EXPENSES

Management		Legal & Audit	
Property Taxes		Snow Clearing	
Water & Sewer		Cleaning/Janitorial	
Repairs & Maintenance		Security	
Heating, Electricity & Air Conditioning		Advertising	
Garbage Collection		Miscellaneous	
Insurance		Other	

TENANT INDUCEMENTS

TENANT	TYPE of INDUCEMENT	COST of INDUCEMENT	TERM OF LEASE	COMMENTS
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	

If this property has sold in the last three years, please give Sale Date _____ Sale Price _____.

If there have been any recent appraisals, please forward them for review, as well as any other information you feel is pertinent to the value of the property.

PREPARED BY: _____

SIGNATURE OF OWNER: _____

PHONE NUMBER: _____

DATE: _____