

Income and Expense Form

Owner:	
Address of Property:	
Map Number of Property:	
Item	Amount
Gross Potential Rents	\$
1 Vacancy & Collection Loss	
2 Advertising	\$
3 Administrative	\$
4 Cable (if included as part of rent)	\$
5 Decorating/Turnover	\$
6 Electric (Exclude 11)	\$
7 Elevator repairs and/or maintenance	\$
8 Exterminating	\$
9 Gas and/or Oil (Exclude 11)	\$
10 Garbage	\$
11 Heat	\$
12 Insurance	\$
13 Janitorial	\$
14 Leasing fee	\$
15 Management	\$
16 Payroll (not included in other categories)	\$
17 Repairs and Maintenance	\$
Building <u>Year Built</u>	\$
Yard and grounds	\$
18 Roof repairs (if ot included in 17)	\$
Year Roof was put on _____	\$
19 Rubbish removal	\$
20 Security	\$
21 Sewer	\$
22 Snow removal (if not included in 17)	\$
23 Supplies	\$
Office	\$
Cleaning (if not included in 13)	\$
Other (Specify)	\$
24 Water	\$
25 Window Washing(if not included in 13)	\$
26 Real Estate Taxes	\$
Other Expense Item (list below)	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

The undersigned declares under the penalties provided by law, that this form (including any accompanying schedules and statements) has been examined by him and to the best of his knowledge and belief is a true, correct and complete. If the form is prepared by a person other than the taxpayer, his declaration is based on all the information relating to the matters required to be reported in the form of which he has knowledge.

(Date)	(Signature of taxpayer)	(Title)

Commercial Questionnaire

	<u>Property Address</u>	<u>Use of Property</u>	<u>Square Footage per use</u>	<u>Price per square foot (Rent - Leased)</u>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

The undersigned declares under the penalties provided by law, that the information provided has been examined by him and to the best of his knowledge and belief are true, correct and complete. If the questionnaire was prepared by a person other than the taxpayer, his declaration is based on all the information relating to the matters required to be reported in the return of which he has knowledge.

(Date)	(Signature of taxpayer)	(Title)	