

Commercial/Industrial/Office Operating Data Survey

Owner:	
Property Location:	
Pin/Acct #:	
Income Year:	

Income:

Item	Amount
Gross Building Area (SF)	
Net Rentable Area (SF)	
Potential Gross Rent (As 100% Occupied)	
Actual Annual Income	
Guaranteed Minimum Rents	
Other Rental Income	
Real Estate Tax Reimbursement	
Insurance Reimbursement	
Other (Specify)	

Please include all units, such as units that are used as owner occupied office, model, and/or common area.

[illegible]

Expenses:

If the expense items listed are applicable to the operation of the real property, please insert the appropriate amount of the expense. If an expense item is not listed, space is provided under miscellaneous expense items to insert the type of expense and amount. The annual expense item must coincide with the same annual period specified for gross income. You may have to allocate certain expense items that are not incurred annually. For example, exterior painting may be needed every 7 years. Do not include the total expense for such items if the expense was incurred during this annual reporting period. If painting is done every 7 years and the cost is \$21,000, the amount to report would be \$3,000. **Do not include depreciation, mortgage payments, or real estate taxes as expenses.**

Utilities:	
Electricity	
Gas	
Water/Sewer	
Telephone/Internet	

Maintenance:	
Repairs	
Roof	
Common Area	
Interior	
Cleaning Services	
Painting Interior	
Painting Exterior	
Miscellaneous (Specify)	

Tenant Concessions:	
Cash Allowance	
Tenant Build-Out	
Other Concessions	