

INCOME INSTRUCTIONS FOR COMMERCIAL/INDUSTRIAL USES

Provide information as requested for all areas of the property that are potentially rentable including storage areas and parking spaces. If the form does not provide sufficient space to list all tenants, please copy the form before proceeding and attach completed copies. A computer printout or other such listing that includes all the requested information is acceptable.

TENANT DETAIL ON 1/1/2017

TENANT NAME - Print the name of each tenant that occupied area on 1/1/2017. Indicate any areas that were occupied by the owner of the building. Utilize this column for all areas of the property that are potentially rentable including storage areas and parking spaces. Write **VACANT** or **OWNER OCCUPIED** (if so) to indicate such areas as of 1/1/2017.

USAGE TYPE - Provide a description that best describes the way the property is being used (for rented areas) or the way it would be used (for vacant areas). Examples of uses include: retail, restaurant, office, warehouse, manufacturing, etc.

RENTABLE AREA - Indicate the gross rentable area in square feet for each rentable unit whether occupied or vacant.

TENANT AT WILL - Circle "Y" for tenants who are tenants at will (do not hold a lease).

LEASE TERMS – Please circle the code listed in parenthesis to indicate the terms of the lease in regard to expenses relating to maintenance, utilities, taxes and insurance as defined below:

(G) GROSS - Tenant pays no expenses

(N) NET - Tenant pays one of the expenses listed above.

(NN) NET NET - Tenant pays two of the expenses listed above.

(NNN) NET NET NET - Tenant pays three of the expenses listed above.

(AN) ABSOLUTE NET - Tenant pays all expenses relating to the operation of the property.

LEASE BEGIN DATE - For tenants who have leases, indicate the starting month and year (e.g. 06/16) the lease began.
LEASE END DATE - Indicate the month and year the lease expires.

RENEWAL OPTION - For tenants, who have renewal options; indicate the number of years and monthly renewal rate. Use the **COMMENTS** section for elaboration.

OVERAGE TERMS - For tenants subject to overage terms (% of gross receipts, etc.), Indicate the terms. Use the **COMMENTS** section for elaboration.

ESC CLAUSE - For tenants subject to escalation clauses related to taxes or operating expenses indicate the terms. Use the **COMMENTS** section for elaboration.

MONTHLY RENT ON 1/1/2017. - Indicate the monthly rent for leased areas as of January 1, 2017. Include amounts charged to tenants for parking areas. For areas that are vacant or owner occupied, indicate the monthly rent you would have charged for the area as of January 1, 2017.

TOTAL RENT RECEIVED 2016 - Indicate the actual rent received from the unit during calendar year 2016. Include in this figure any amounts received for operating expenses, tax escalation clauses, overage terms, and additional miscellaneous income.

CURRENT USE OF RENTABLE AREA

TOTAL AVAILABLE AREA: Please calculate the total area, including owner occupied, rentable and vacant area, for your property.

AREA OCCUPIED BY TENANTS: Sum the area occupied by tenants for calendar year 2016.

Area occupied by Owner: Sum the area occupied by the owner of the property for calendar year 2016.

VACANT AREA: Sum the area which was vacant during calendar year 2016.

CALENDAR YEAR 2016

TOTAL POTENTIAL GROSS INCOME - Indicate the total amount of income that the property would have generated during calendar year 2016 if all areas were fully leased for the entire year at market level rents.

TOTAL CONCESSIONS - Indicate the total amount of revenue foregone through rent concessions during 2016.

TOTAL VACANCIES - Indicate the total amount of revenue foregone due to vacancies that occurred during 2016.

TOTAL COLLECTION LOSS - Indicate the total amount of revenues foregone due to bad debt and collection losses that occurred during 2016.

TOTAL MISC. INCOME – Complete section two (2) Indicate the total amount of miscellaneous income derived from the property during 2016.

TOTAL RENTABLE AREA - Indicate the total rentable area for the property by adding up the individual rentable areas within the building. Include all areas of the building whether vacant or occupied.

TOTAL RENT COLLECTED - Indicate the gross income collected during calendar year 2016 by adding up the individual amounts under the **TOTAL RENT COLLECTED 2016** column. Also include any income received from sources listed in the **MISCELLANEOUS** income section. If you are charging market level rents, this figure should equal **TOTAL POTENTIAL GROSS INCOME** minus **TOTAL CONCESSIONS** minus **TOTAL VACANCIES** minus **TOTAL COLLECTION LOSS** plus **TOTAL MISC. INCOME**.

MISCELLANEOUS INCOME FOR

CALENDAR YEAR 2016

SOURCE OF INCOME - Identify the source of any additional income that is derived from the property and which is not directly attributable to any one tenant. For example, parking income, laundry facilities, vending machines, pay phones, etc.

ANNUAL INCOME - State the annual gross income under each source.