

RETAIL PROPERTIES

Income and Expense Statement (attach copy of all signed lease agreements)

Owner(s) Name: _____

Map Number: _____

Property Type: (Ex. Fast Food Restaurant)	Tenant Name & Physical Address	Monthly Rent	Annual Rent	Total Sq. ft.	Rent P/SF

Annual Income

1. Potential Gross Income	\$	1
2. Less Vacancy and Collection Loss	\$	2
3. Miscellaneous income	\$	3
4. EFFECTIVE GROSS INCOME	\$	4

Expenses

5. Management Fees	\$	5
6. Payroll	\$	6
7. Administrative (Advertising, Legal, Accounting, etc.)	\$	7
8. Utilities	\$	8
9. Repairs	\$	9
10. Grounds Maintenance (Trash, Landscape, Parking Lot, etc.)	\$	10
11. Janitorial and Building Maintenance	\$	11
12. Reserves for Replacements	\$	12
13. Insurance Plans	\$	13
14. Other Expenses (please explain):	\$	14
15. Real Estate Taxes	\$	15
16. Tangible Personal Property Taxes	\$	16
17. Other Taxes	\$	17
18. Total Expenses	\$	18
19. NET OPERATING INCOME	\$	19
20. Capital Expenditures (please explain):	\$	20

Submitted by (please print) _____

Phone No. _____

Email _____

Date _____