

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 _____