

**Parcel ID:**

**Civic Address:**

**Municipality Name:**

Company Name:

TENANT ROLL  
LEASE INFORMATION

INCOME AND EXPENSE QUESTIONNAIRE

TENANT	LEASED AREA	LEASED RATE/ SQUARE FOOT	OVERAGE OR % RENT	AMOUNT OF OVERAGE OR % RENT PAID LAST YEAR	TERM OF LEASE	LEASE TYPE (Gross, Semi- Gross, Net)	COMMENTS
					/ TO/		
					/ TO/		
					/ TO/		
					/ TO/		
					/ TO/		
					/ TO/		
					/ TO/		
					/ TO/		

**RECOVERY INCOME**  
(Expenses recovered from tenants)

**VACANCY RATE**

**MISCELLANEOUS RENTALS**

Gross Rent (as if 100% Occupied)

**OTHER INCOME**

Actual Annual Rent

**COMMENTS**

See Reverse

**INCOME AND EXPENSE QUESTIONNAIRE, CONTINUED**

**OPERATING EXPENSES**

Management		Legal & Audit	
Property Taxes		Snow Clearing	
Water & Sewer		Cleaning/Janitorial	
Repairs & Maintenance		Security	
Heating, Electricity & Air Conditioning		Advertising	
Garbage Collection		Miscellaneous	
Insurance		Other	

**TENANT INDUCEMENTS**

TENANT	TYPE of INDUCEMENT	COST of INDUCEMENT	TERM OF LEASE	COMMENTS
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	
			/ TO /	

If this property has sold in the last three years, please give Sale Date \_\_\_\_\_ Sale Price \_\_\_\_\_.

If there have been any recent appraisals, please forward them for review, as well as any other information you feel is pertinent to the value of the property.

PREPARED BY: \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_