

**CONFIDENTIAL PROPERTY INFORMATION FORM (COMMERCIAL/INDUSTRIAL PROPERTIES)**

1) Please complete if property was purchased between 2019 and 2024.

Purchased Land Only

Purchased Land & Building(s)

FOR \$ \_\_\_\_\_ IN \_\_\_\_\_ (YEAR)

IF THE ABOVE PURCHASE PRICE INCLUDES ANY AMOUNT FOR ITEMS OTHER THAN REAL ESTATE (SUCH AS FURNITURE & FIXTURES, MACHINERY & EQUIPMENT) PLEASE DETAIL BELOW.

ITEMS \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

<b>2) Please complete if property was built between 2019 and 2024.</b>					
	ALL COSTS SHOULD INCLUDE LABOR, MATERIALS, ARCHITECTURAL FEES, CONTRACTORS OVERHEAD AND PROFIT.				BUILDING COST SHOULD INCLUDE ALL MECHANICAL FEATURES (PLUMBING, HEATING, AIR CONDITIONING, ETC.) AS WELL AS THE STRUCTURE ITSELF.
	COST	YEAR	COST	YEAR	COMMENTS
SITE (LAND) IMPROVEMENTS					
BUILDINGS					
ADDITIONS TO ORIGINAL BUILDING					
PAVING					
OTHER YARD ITEMS					
<b>TOTAL</b>					

<b>REMODELING DATA</b>	<b>3) Please complete if property was remodeled between 2019 and 2024. Please explain in detail what part of building was remodeled, indicate cost and year.</b>
REMODELED COST PAID FOR BY	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant

**SEE BACK OF FORM FOR ADDITIONAL INFORMATION**

# OPERATING STATEMENT FISCAL YEAR \_\_\_\_\_

Please attach Rent and Income and Expense Statement in addition to, or in lieu of, this form.

**GROSS ANNUAL RENTAL INCOME  
FOR GENERAL COMMERCIAL PROPERTIES**

FLOOR LEVEL	TYPE OF USE	AMOUNT OF SQ FT	RENT PER MONTH OR YEAR	% OCCUPIED	REIMBURSEMENTS*	MISC INCOME
BASEMENT	RETAIL					
	OFFICE					
	APARTMENT					
	INDUSTRIAL					
	WAREHOUSE					
FIRST FLOOR	RETAIL					
	OFFICE					
	APARTMENT					
	INDUSTRIAL					
	WAREHOUSE					
SECOND FLOOR	RETAIL					
	OFFICE					
	APARTMENT					
	INDUSTRIAL					
	WAREHOUSE					
THIRD FLOOR	RETAIL					
	OFFICE					
	APARTMENT					
	INDUSTRIAL					
	WAREHOUSE					
FOURTH FLOOR	RETAIL					
	OFFICE					
	APARTMENT					
	INDUSTRIAL					
	WAREHOUSE					

\* Reimbursement from tenant to owner for common area maintenance (CAM), utilities, taxes, etc. should be listed as income if same is taken as an expense.

**Expenses for Year 20 \_\_\_\_\_**  
**PLEASE do not list any expense twice!**

<b>ANNUAL OPERATING EXPENSES</b>			
<b>MANAGEMENT</b>	FEE	\$	
	COMMISSIONS	\$	
	LEGAL AND ACCOUNTING	\$	
<b>GENERAL</b>	WAGES AND PAYROLL EXPENSES	\$	
	GROUP INSURANCE	\$	
	BUILDING SUPPLIES	\$	
	GARBAGE COLLECTION	\$	
	ADVERTISING	\$	
	MISCELLANEOUS (DO NOT PUT VACANCY LOSS HERE)	\$	
	<b>CLEANING</b>	SUPPLIES	\$
CONTRACT SERVICE		\$	
<b>UTILITIES</b> <i>(Not charged to tenant)</i>	ELECTRIC	\$	
	GAS	\$	
	WATER/SEWER	\$	
	TELEPHONE	\$	
<b>ELEVATORS</b>	REPAIRS	\$	
	CONTRACT SERVICE	\$	
<b>MAINTENANCE / REPAIRS</b>	DECORATING	\$	
	MAINTENANCE EXPENSES	\$	
<b>LARGE CAPITAL EXPENSES</b>	MAJOR REPAIRS NOT USUALLY DONE EACH YEAR	\$	
<b>RESERVE FOR REPLACEMENTS</b>	Amount held in reserve for replacing items such as roofs, water heaters, etc.	\$	
<b>FIXED EXPENSE</b>	REAL ESTATE INSURANCE (ANNUAL)	\$	
	REAL ESTATE TAXES	\$	
	OTHER EXPENSES (Homeowner's Association Fees, etc.)	\$	
	DEPRECIATION	\$	
	INTEREST ON MORTGAGE	\$	
	LAND RENT (if leased land)	\$	
	<b>TOTAL</b>	\$	

Please attach any additional information that you feel may be related to this data. **If you have this information in another format or spreadsheet, you may submit it in that form.** *Please show only one year's expense per worksheet.*

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date