TENANT LIST AND RENT SCHEDULE (Include Rentable Areas Currently Vacant and Potential Rent)

CALENDAR YEAR_____ (January – December)

Instructions:

- **Tenants should be identified by their business name as known to the public. Lease beginning and ending dates should be provided. If any column items are not applicable for a particular tenant, enter "N/A" for that tenant. If any part of the property is sublet, data on the sublease must be included on the rent schedule.**
- ***Total should equal net rentable area on page 1.**
- ****Total of two columns should equal gross possible income on page 1 of the income questionnaire.**
- **In the columns labeled heat, water, gas, electric, A/C, and janitor, check only if they are included in the rent as a service/utility.**
- ***** Rtl Inc Prov. = Rental Increase Provision – CPI, Etc.**

If you have any questions concerning this form, please call the local office. Please return this form with the income questionnaire.

Tenant	Suite	Square Feet Occupied*	Term of Lease (Beginning)	Term of Lease (Ending	Annual Rent**	Overage Rents on Sales**	Tenant Paid Tax Escalation Clause	Common Area Maintenance Charge	Heat	Water	Gas	Electric	A/C	Janitor	Interior Finish – Owner	Interior Finish - Tenant	Rtl Inc Prov - Effective Date***
TOTAL VACANCY																	