

COMMERCIAL / INDUSTRIAL INCOME QUESTIONNAIRE

FOR THE 36 MONTHS FROM: 2023 TO 2025

PROPERTY AND OWNERSHIP INFORMATION:

- Name and Location of Property:

- Owner and Address of Record:

BUILDING INFORMATION, SERVICES & UTILITIES: Attach a tenant list of unit mix and rent in addition to providing the information below.

SERVICES & UTILITIES INCLUDED IN RENT (Check next to each if included in rent):

- Heat
- A/C
- Gas
- Electric
- Janitor
- Other (list)

PRESENT % USE OF PROPERTY (STORE, OFFICE, WAREHOUSE, ETC.) _____

GROSS BLDG. SF _____ NET BLDG. SF _____

PARKING SPACES _____

INTERIOR FINISH WAS PROVIDED BY (check response) OWNER _____ TENANT _____

ANNUAL INCOME AND EXPENSES:

ACTUAL INCOME & EXPENSES ARE REQUIRED. AN ITEMIZED COMPUTER PRINTOUT MAY BE ATTACHED IN LIEU OF FILLING OUT THIS SECTION, SUBJECT TO REVIEW.

ANNUAL INCOME	2023	2024	2025
1. RETAIL SPACE @ 100% OCCUPANCY	\$	\$	\$
2. OFFICE RENTALS @ 100% OCCUPANCY	\$	\$	\$
3. OTHER RENTALS @ 100% OCCUPANCY	\$	\$	\$
4. OVERAGE (PERCENTAGE) RENTS	\$	\$	\$
5. MISCELLANEOUS (LIST)	\$	\$	\$
6. LOSS DUE TO VACANCY OR BAD DEBT	\$	\$	\$
7. TOTAL ACTUAL INCOME (LINES 1- 5 MINUS LINE 6)	\$	\$	\$

EXPENSES	2023	2024	2025
8. PAYROLL (EXCEPT MANAGER, REPAIR)	\$	\$	\$
9. SUPPLIES (JANITOR, BULBS, ETC.)	\$	\$	\$
10. ELECTRICITY & UTILITIES	\$	\$	\$
11. HEATING FUEL (TYPE OF FUEL _____)	\$	\$	\$
12. MANAGEMENT FEES/WAGES	\$	\$	\$
13. ADMINISTRATIVE COST (PROVIDE SEPARATE LIST)	\$	\$	\$
14. LEASING FEES/WAGES	\$	\$	\$
15. COMMON AREA MAINTENANCE	\$	\$	\$
16. MAINTENANCE & REPAIRS (PROVIDE SEPARATE LIST)	\$	\$	\$
17. SERVICES (PROVIDE SEPARATE LIST)	\$	\$	\$
18. MISCELLANEOUS EXPENSES (PROVIDE SEPARATE LIST)	\$	\$	\$
19. FIRE INSURANCE & EXTENDED COVERAGE	\$	\$	\$
20. RESERVES FOR REPLACEMENTS (PROVIDE SEPARATE LIST)	\$	\$	\$
21. TOTAL EXPENSES (LINES 8 - 20)	\$	\$	\$
22. REAL ESTATE TAXES	\$	\$	\$
23. BUILDING DEPRECIATION	\$	\$	\$
24. MORTGAGE INTEREST PAYMENT	\$	\$	\$

MORTGAGE/SALES INFORMATION:

1. IS THERE A CURRENT MORTGAGE ON THE PROPERTY? Yes _____ No _____ IF YES, PLEASE PROVIDE THE FOLLOWING DATA:

Name of Mortgagee	
Loan Amount	
Monthly Payment	
Interest Rate	
Term of Mortgage	

2. PLEASE PROVIDE: DATE PURCHASED _____ CONSIDERATION _____

I DECLARE, UNDER THE PENALTIES OF PERJURY, THAT THE CONTENTS OF THIS FORM AND ALL THE ACCOMPANYING SCHEDULES AND STATEMENTS HAVE BEEN EXAMINED BY ME AND ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Owner's Signature

Title of Signer

Date

Print/Type Name of Signer

Phone Number

Email

RP-24 (REV. 2/2026)