

**TENANT LIST AND RENT SCHEDULE FOR CALENDAR YEAR 2017**  
(PLEASE INCLUDE RENTABLE AREAS CURRENTLY VACANT AND POTENTIAL RENT)

**THIS SCHEDULE IS CONSIDERED TO BE AN INTEGRAL PART OF THE INCOME QUESTIONNAIRE. ANY AND ALL LEASES CONCERNING THE OPERATION OF THIS PROPERTY SHOULD BE SUMMARIZED HERE. TENANTS SHOULD BE IDENTIFIED BY THEIR BUSINESS NAME AS KNOWN TO THE PUBLIC. LEASE BEGINNING AND ENDING DATES SHOULD BE PROVIDED. IF ANY ITEMS ARE NOT APPLICABLE FOR A PARTICULAR TENANT, ENTER "N/A" FOR THAT TENANT. IF THE PROPERTY IS SUBJECT TO A MASTER LEASE, OR IF ANY PART IS SUBLET, DATA ON THE MASTER LEASE OR THE SUBLEASE MUST BE INCLUDED ON THE RENT SCHEDULE. IF YOU HAVE ANY QUESTIONS CONCERNING THIS FORM, PLEASE CALL THE PHONE NUMBER SHOWN ON THE LETTER.**

**TENANT NAME:**

**STATUS:** ( ) MASTER NEW ( ) RENEWAL ( ) SUBLET ( ) TERMINATING ( ) PENDING ( ) VACANT

**SUITE NUMBER OR LOCATION:** \_\_\_\_\_ **SQUARE FEET OCCUPIED:** \_\_\_\_\_

**TERM OF LEASE:** BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_ RENEWAL OPTIONS \_\_\_\_\_

**CURRENT ANNUAL RENT:** \_\_\_\_\_ OVERAGE RENTS ON SALES (IF APPLICABLE): \_\_\_\_\_

**TENANT EXPENSES:** TAX ESCALATION BASE \_\_\_\_\_ COMMON AREA MAINTENANCE \_\_\_\_\_ OTHER \_\_\_\_\_

**CHECK SERVICES & UTILITIES INCLUDED IN RENT:** ( ) HEAT ( ) WATER ( ) GAS ( ) ELEC ( ) A/C  
( ) JANITORIAL

**RECENT INTERIOR FINISH COST:** DATE \_\_\_\_\_ ( ) LEASE-UP ( ) RENEWAL  
OWNER'S COST \$ \_\_\_\_\_ TENANT COST \$ \_\_\_\_\_

**RENT INCREASE PROVISIONS (CPI, OR OTHER):** PLEASE PROVIDE EFFECTIVE DATE AND RATE OF INCREASE, EVEN FOR RENEWAL:

**EFFECTIVE DATE(S):** \_\_\_\_\_ **RATE OF ADJUSTMENT:** \_\_\_\_\_

**LEASING COMMISSIONS PAID:** DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

**TENANT NAME:**

**STATUS:** ( ) MASTER NEW ( ) RENEWAL ( ) SUBLET ( ) TERMINATING ( ) PENDING ( ) VACANT

**SUITE NUMBER OR LOCATION:** \_\_\_\_\_ **SQUARE FEET OCCUPIED:** \_\_\_\_\_

**TERM OF LEASE:** BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_ RENEWAL OPTIONS \_\_\_\_\_

**CURRENT ANNUAL RENT:** \_\_\_\_\_ OVERAGE RENTS ON SALES (IF APPLICABLE): \_\_\_\_\_

**TENANT EXPENSES:** TAX ESCALATION BASE \_\_\_\_\_ COMMON AREA MAINTENANCE \_\_\_\_\_ OTHER \_\_\_\_\_

**CHECK SERVICES & UTILITIES INCLUDED IN RENT:** ( ) HEAT ( ) WATER ( ) GAS ( ) ELEC ( ) A/C  
( ) JANITORIAL

**RECENT INTERIOR FINISH COST:** DATE \_\_\_\_\_ ( ) LEASE-UP ( ) RENEWAL  
OWNER'S COST \$ \_\_\_\_\_ TENANT COST \$ \_\_\_\_\_

**RENT INCREASE PROVISIONS (CPI, OR OTHER):** PLEASE PROVIDE EFFECTIVE DATE AND RATE OF INCREASE, EVEN FOR RENEWAL:

**EFFECTIVE DATE(S):** \_\_\_\_\_ **RATE OF ADJUSTMENT:** \_\_\_\_\_

**LEASING COMMISSIONS PAID:** DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

**TENANT NAME:**

**STATUS:** ( ) MASTER NEW ( ) RENEWAL ( ) SUBLET ( ) TERMINATING ( ) PENDING ( ) VACANT

**SUITE NUMBER OR LOCATION:** \_\_\_\_\_ **SQUARE FEET OCCUPIED:** \_\_\_\_\_

**TERM OF LEASE:** BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_ RENEWAL OPTIONS \_\_\_\_\_

**CURRENT ANNUAL RENT:** \_\_\_\_\_ OVERAGE RENTS ON SALES (IF APPLICABLE): \_\_\_\_\_

**TENANT EXPENSES:** TAX ESCALATION BASE \_\_\_\_\_ COMMON AREA MAINTENANCE \_\_\_\_\_ OTHER \_\_\_\_\_

**CHECK SERVICES & UTILITIES INCLUDED IN RENT:** ( ) HEAT ( ) WATER ( ) GAS ( ) ELEC ( ) A/C  
( ) JANITORIAL

**RECENT INTERIOR FINISH COST:** DATE \_\_\_\_\_ ( ) LEASE-UP ( ) RENEWAL  
OWNER'S COST \$ \_\_\_\_\_ TENANT COST \$ \_\_\_\_\_

**RENT INCREASE PROVISIONS (CPI, OR OTHER):** PLEASE PROVIDE EFFECTIVE DATE AND RATE OF INCREASE, EVEN FOR RENEWAL:

**EFFECTIVE DATE(S):** \_\_\_\_\_ **RATE OF ADJUSTMENT:** \_\_\_\_\_

**LEASING COMMISSIONS PAID:** DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

**PLEASE REPRODUCE AS NEEDED, AND RETURN WITH THE ATTACHED QUESTIONNAIRE. THE TOTAL LEASED SPACE, OCCUPIED AND VACANT, SHOULD EQUAL THE NET RENTABLE AREA SHOWN ON THE INCOME QUESTIONNAIRE. TOTAL RENTAL INCOME SHOULD EQUAL THE GROSS POSSIBLE INCOME ON THE QUESTIONNAIRE. WHERE THERE IS A MASTER LEASE THIS MAY VARY.**