



**REAL PROPERTY INCOME AND EXPENSE RETURN**

<b>PARCEL NUMBER / MAILING ADDRESS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Property is 100% owner occupied</li> <li>If any portion of the property is <u>for rent or rented</u> please complete the front and back of this form. Asking Rent: \$ _____ per month or SF</li> <li>If the building is 100% vacant and not for lease, please check the box below, sign, date and return the form back to us in the self-addressed stamped envelope. <input type="checkbox"/> Property is 100% vacant AND not for lease.</li> <li>If the building is for sale, what was the asking price as of Jan 1, 2024? _____</li> </ul>
<b>PROPERTY USE</b>	

Signature: \_\_\_\_\_ \*Signature is required  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone Number: \_\_\_\_\_

**INCOME DATA AS OF JANUARY 1, 2024 (for the fiscal year of 2023)**

PROPERTY USE:	GROSS SQ. FT.	LEASABLE SQ. FT.	TOTAL UNITS	# OF LEASABLE UNITS	YEARLY POTENTIAL GROSS INCOME
APARTMENTS/DUPLEXES (SEE REVERSE SIDE FOR DETAIL):		N/A			
HOTELS/MOTELS (SEE REVERSE SIDE FOR DETAIL):		N/A			
RETAIL (SEE GENERAL COMMERCIAL ON REVERSE):			N/A	N/A	
OFFICES (SEE GENERAL COMMERCIAL ON REVERSE):			N/A	N/A	
INDUSTRIAL (SEE GENERAL COMMERCIAL ON REVERSE):			N/A	N/A	
MOBILE HOMES (SEE REVERSE SIDE FOR DETAIL):	N/A	N/A			
MINI-STORAGE (SEE REVERSE SIDE FOR DETAIL):					
OTHER SPECIFY USE:					

**ACTUAL ANNUAL RENTAL INCOME COLLECTED**

OTHER INCOME	
REAL ESTATE TAX REIMBURSEMENT	
UTILITIES (HVAC, WATER, SEWER) REIMBURSEMENT	
COMMON AREA MAINTENANCE	
PERSONAL SERVICES (LAUNDRY, VENDING, ETC.)	
SUBSIDY (GOVERNMENT OR OTHERWISE)	
OTHER (SPECIFY)	

**EXPENSE DATA AS OF JANUARY 1, 2024 (for the fiscal year of 2023)**

REAL ESTATE TAXES	
OTHER TAXES (Include Solid Waste Assessment)	
INSURANCE	
UTILITIES	
MANAGEMENT	
PAYROLL	
ADMINISTRATION (ADVERTISING, PROMOTIONS, ETC.)	
MAINTENANCE AND REPAIRS	
SERVICES (TRASH, GROUNDS, SWIMMING POOL, PROFESSIONAL FEES, ETC.)	
SUPPLIES	
RESERVES FOR REPLACEMENT	
OTHER (SPECIFY)*	

\* NOTE: DO NOT INCLUDE MORTGAGE, INTEREST, DEPRECIATION, AMORTIZATION OR CAPITAL EXPENDITURES

**GENERAL COMMERCIAL PROPERTY**

TENANT NAME <small>(Include Vacant Space)</small>	RENTAL AREA <small>(LIST TOTAL SF)</small>	LEASE DATES		RENTAL AMOUNTS		OTHER RENTAL INCOME	MONTHS VACANT IN 2023
		FROM	TO	ASKING	ACTUAL		
WHAT IS THE TYPICAL TYPE OF LEASE AT THIS PROPERTY? <input type="checkbox"/> NNN <input type="checkbox"/> MODIFIED GROSS <input type="checkbox"/> GROSS <input type="checkbox"/> LAND LEASE							

**NOTE: PLEASE INCLUDE OWNER OCCUPIED PORTIONS AND LIST TOTAL VACANT LEASABLE AREA.**

**TOTAL COLLECTION LOSS DUE TO NON-PAYMENT AND VACANCY: \$**

**RENTAL APARTMENTS AND OTHER MULTI-FAMILY PROPERTIES**

UNIT TYPE	TOTAL UNITS	MONTHLY RENT (AVERAGE PER UNIT)	RENT CONCESSIONS (AS OF JAN 1 <sup>ST</sup> 2024)	MONTHS VACANT (AVERAGE PER UNIT)
EFFICIENCY				
ONE BEDROOM				
TWO BEDROOM				
THREE BEDROOM				
FOUR BEDROOM				

**LIST ANY PERSONAL PROPERTY ACCOUNT NUMBERS FOR THIS PARCEL:**

CHECK HERE IF PROPERTY, OR A PORTION, IS SECTION 8 (HUD). LIST NUMBER OF UNITS \_\_\_\_\_

CHECK HERE IF PROPERTY IS GOVERNMENT SUBSIDIZED. PLEASE REPORT AMOUNT COLLECTED UNDER 'OTHER INCOME' ON 1<sup>ST</sup> PAGE.

**HOTELS / MOTELS**

ROOM TYPE	TOTAL UNITS	DAILY RATES		MONTHLY RATES		OCCUPANCY RATE	
		SEASONAL	NON SEASONAL	SEASONAL	NON SEASONAL	SEASONAL	NON SEASONAL

**LIST ANY PERSONAL PROPERTY ACCOUNT NUMBERS FOR THIS PARCEL:**

**MOBILE HOME AND RECREATIONAL VEHICLE PARKS**

SPACE TYPE	TOTAL NUMBER OF SPACES	MONTHLY LOT RENT PER SPACE	SEASONAL LOT RATE PER SPACE	OVERALL % VACANT AS OF JAN 1 <sup>ST</sup> 2024
MOBILE HOME LOT				
MOBILE HOME LOT <u>AND</u> UNIT				
RECREATIONAL VEHICLE LOT				
RECREATIONAL VEHICLE LOT <u>AND</u> UNIT				

**NOTE: PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY**