

Do any of the leases include a tax clause?

Yes

No

(If yes, indicate which tenants and base year)

If the property were 100% occupied, what would the monthly gross rental

\$ _____

Total number of rentable units / spaces: _____

Average vacancy rate: _____

What is your standard allowance for tenant improvements?

\$ _____

Per _____

Has any tenant installed their own improvements?

Yes

No

If yes, please describe: _____

Please describe any rent concessions: _____

Annual Expenses Paid by the Owner - Last 3 Years + Current Year Pro-Forma or Budget

Year				
Administration	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Janitorial	\$	\$	\$	\$
Landscape, Parking Lot	\$	\$	\$	\$
Management	\$	\$	\$	\$
Property Taxes	\$	\$	\$	\$
Repairs & Maintenance	\$	\$	\$	\$
Security	\$	\$	\$	\$
Tenant Improvements	\$	\$	\$	\$
Municipal Utilities	\$	\$	\$	\$
Other Utilities	\$	\$	\$	\$
Other	\$	\$	\$	\$

REMARKS

Please sign below and provide a daytime phone number and e-mail address.

Signature of Owner or Lessee

Date

Daytime Telephone Number

Print Name

E-mail Address