

INSTRUCTIONS

Our basic objective is to arrive at the total income which you receive from this building (not the business) during the 3 most recent 12 month periods. These periods need not be calendar years, they can be fiscal years.

- A. Lease and Rental Information: If rented, please set forth the terms and conditions under which the building is rented. Include lease, lease payment, any coverages which are part of the lease, the length of time the lease has to run, any escalator clauses.
- B. Actual Income: Include all money produced or which arose from the ownership of the property, such as received from rent, late payments, vending machines, etc.
- C. Estimated Income: Same as actual except if additional income is anticipated (raise in rent, etc.).
- D. Occupied By Owner: Indicate the value of any space which is occupied by the owner of this building.
- E. Total Income: The sum of B, C and D.
- F. Vacancy Allowance: Indicate the amount of money in normal payments which you have lost from vacancy during each of the 3 periods you are reporting.
- G. Effective Gross Income: This is defined as E minus F.
- H. Heat: The cost of heating the building for each of the 3 periods.
- I. Gas: The cost of gas, if not included in the heat expense.
- J. Electricity: The cost of electricity for each of the 3 periods.
- K. Water and Sewage: Any charges made for water and sewage for this property.
- L. Property Taxes: Any property taxes paid during each of the 3 periods and incurred by the property owner.
- M. Insurance: Such as fire and casualty insurance on the building, as well as any liability insurance.
- N. Decorating: List any funds which were spent on the interior or exterior decorating of the building. Include only the things that were necessary to keep the building in the same approximate general condition.
- O. Major Repairs: The cost you incurred as a result of major repairs to the building.
- P. Minor Repairs: The cost necessary to upkeep the condition of the building.
- Q. Salaries and Wages: List any wages which are directly attributable to individuals working on this building, such as janitorial personnel or personnel who are assigned to the care of the building.
- R. Management: List any charges you, as owner, spent on such things as accounting expenses, office expenses, rent collections, and coordinating between management and owner.
- S. Supplies: List any supplies purchased for the repair, cleaning and maintenance of the building.
- T. Advertising: List any advertising which you utilize to rent or lease. This does not include general advertising used to build business.
- U. Rubbish and Garbage Removal: List the cost of removing any garbage which was incurred during the 3 year period and paid by you.
- V. Legal and Accounting: List any legal and accounting fees paid by you as a result of owning this building, which were directly attributable to this facility.
- W. Renovation: List any major expenses incurred for major structural changes or renovation, such as paneling the walls, new ceilings, new floors, etc.
- X. Reserves for Replacement: List any reserves which are carried for the replacement of items consumed through the use of the building such as stoves, refrigerators, furnaces, carpeting, water heaters, roofs, etc.
- Y. Other: List in detail, if possible, any other expenses which you incur as a result of ownership of this building.
- Z. Total Expenses: Sum H through Y.

