

The Income and Expense information must be placed on this form. No alternative forms may be used. If you should have any questions or need assistance please call our office at 703.838.4646.

CERTIFICATION

State law requires certification by the owners or officially authorized representative.
(Please type or print all information except signatures.)

Name of property _____

Property address _____

Type of project or building _____

Owner(s) name(s) _____

All information, including the accompanying schedules and statements, has been examined by me and, to the best of my knowledge and belief, is true, correct and complete. Contact person _____

Management Firm _____ Phone _____

Address _____

Date

Signature

Title

Print name

A. ANNUAL OPERATING INCOME (Calendar Year 2007)

Potential Rent

Rental Income - Minimum

Rental Income - Overage

1. Total Potential Rent

2. Less Vacancy (do not include bad-debt allowance)

3. Total Collected Rent (line 1 minus line 2)

Other Charges

Common Area Charges

Real Estate taxes

Insurance

Other escalation charges

Income from sale of utilities

Miscellaneous income

4. Total Other Charges

5. Total Operating Income (line 3 plus line 4)

B. OPERATING EXPENSES (Calendar Year 2007)

Maintenance and Housekeeping

Roof repair

Building

Parking lot

Utilities
 Security
 Enclosed Mall HVAC
 Snow removal
 Trash removal
 Landscaping
 Elevator/Escalator
 6. Total Maintenance and Housekeeping
 7. Office Area Services
 General and Administrative
 Management fees
 Leasing agent fees
 Bad-debt allowance
 On-site payroll and benefits
 Professional services
 Other
 8. Total General and Administrative
 9. Total Advertising and Promotions
 10. Total Liability and Other Insurance
 11. Real Estate Taxes
 12. Total Operating Expenses (add lines 6, 7, 8, 9, 10 and 11)
 Net Operating Income (line 5 minus line 12)

C. LEASING INFORMATION

Total occupancy area (total floor space) _____ sq. ft.
 Gross leasable area (total floor area designed for tenants' occupancy and exclusive use) _____ sq. ft.
 Total average annual area vacant _____ sq. ft.
 Vacant space: minimum asking rent per sq. ft. _____

D. COST INFORMATION (applicable if property was built within the last five years)

Estimated total construction costs when built \$ _____
 Price of land when purchased \$ _____
 TOTAL COSTS \$ _____

E. SALES INFORMATION

Date acquired _____ Price _____
 Date sold _____ Price _____

F. ADDITIONAL INFORMATION

- Are there restrictive covenants in current leases which preclude the construction of additional structures on this property? If so, please give deed book reference. If not recorded in the City of Alexandria Clerk of Courts Office please include a copy of the lease upon the return of this form.
- How many parking spaces are available for each 1,000 square feet of gross leasable area?
- Have any leasehold improvements been installed by lessee? If so, state the dates and costs of such improvements or adjustments which have been made to the lessee's rent as a result of its installation of the improvement. Attach additional sheets if necessary.
- Provide any other information you consider pertinent to the valuation of the property. Please attach additional sheets if necessary.
- Submit copy of lease summary or actual lease between owner and tenant which has a lease duration period of longer than five years (from commencement date of lease).
- Please attach your most recent and detailed rent roll or complete the back page of this form. Please be sure the rent roll includes the tenants' gross leasable area (GLA), the lease duration, minimum and overage rent, and escalation charges.

