

The Income and Expense information must be placed on this form. No alternative forms may be used. A detailed set of instructions is part of this survey. These instructions are provided to assist you in completing the form. If you should have any questions or need assistance please call our office at 703.838.4646.

A. CERTIFICATION

State law requires certification by the owner or officially authorized representative. Please type or print all information except signature.)

Name of building _____

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 _____

B. PHYSICAL VACANCY INFORMATION

- 1 Space vacant January 1 (2008) _____ sq. ft. rentable
- 2 Space vacant January 1 (2007) _____ sq. ft. rentable

C. ASKING RENT INFORMATION/COST INFORMATION

- 1 Current ASKING rent per sq. ft. for vacant space
- 2 Estimated total construction costs if built within the last five years
- 3 Price of land if purchased within the last five years
- 4 TOTAL COSTS

Note: A detailed construction cost breakout report may be substituted in lieu of the above information.

D. DEBT SERVICE INFORMATION (within last 5 years)

Loan Amount	Loan Date	Term	Int. Rate (%)	Payment (P&I)	Payment Frequency (Mo. or Yr.)
1.					
2.					
3.					
4.					

Has there been a professional appraisal on this real property in the last five years? Yes No
 If yes, appraiser's estimate of value \$ _____ Date of value _____

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E. ANNUAL INCOME (for calendar year 2006)

Rental Income:

- 01 Potential rental income _____
- 02 Sales of utilities/services _____
- 03 Overage/Percentage rental _____
- 04 Other rental income (Specify: _____) _____
- 05 TOTAL POTENTIAL INCOME (add lines 1, 2, 3, and 4) _____
- 06 Income loss from vacancy (2006) _____
- 07 Income loss from bad debts (2006) _____
- 08 TOTAL INCOME LOSS (add lines 6 and 7) _____
- 09 Actual rental income received (subtract line 8 from line 5) _____

Other Income:

- 10 Common area maintenance reimbursement _____
- 11 Interest income _____
- 12 Insurance reimbursement _____
- 13 Operating expense reimbursement _____
- 14 Tax escalation or reimbursement _____
- 15 Parking and special areas _____
- 16 Other rental income (Specify: _____) ... _____
- 17 Miscellaneous (Specify: _____) . _____
- 18 Miscellaneous (Specify: _____) . _____
- 19 Miscellaneous (Specify: _____) . _____
- 20 Miscellaneous (Specify: _____) . _____
- 21 TOTAL ACTUAL INCOME (Sum of lines 09 through 20) _____

F. CAPITAL IMPROVEMENTS, RENOVATIONS

Have there been Capital Improvements or Capital Renovations to the property during this reporting period?

Yes No If yes, please provide total cost here and attach a detailed list on a separate page.

Total capital cost _____

G. ANNUAL OPERATING EXPENSES

Utilities:

- 22 Water and sewer
- 23 Electricity (excludes HVAC)
Electricity (includes HVAC)
- 24 Primary heating fuel (Specify: _____)
- 25 Other fuel (Specify: _____)
- TOTAL UTILITIES

Maintenance & Repairs:

- 26 Maintenance payroll (including payroll taxes and benefits)
- 27 HVAC repairs
- 28 Electric/plumbing repairs
- 29 Elevator repairs
- 30 Roof repairs
- 31 Other common area or exterior repairs
- 32 Redecorating costs (carpet, paint, etc.)
- 33 Miscellaneous repairs (Specify: _____)
- TOTAL MAINTENANCE & REPAIRS

Management and Administrative:

- 34 Management fees
- 35 Other administrative/payroll (including payroll taxes and benefits)
- TOTAL MANAGEMENT AND ADMINISTRATIVE

Services:

- 36 Janitorial/cleaning (payroll/contract)
- 37 Landscape (grounds maintenance)
- 38 Trash
- 39 Security
- 40 Snow removal
- TOTAL SERVICES

Insurance and Taxes (excluding payroll taxes):

- 41 Insurance, Fire, Casualty (one year)
- 42 Other taxes, fees
- 43 Real Estate taxes
- TOTAL INSURANCE AND TAXES

Total Operating Expenses:

- 44 Total Expenses (sum of lines 22 through 43)

H. NET OPERATING INCOME (Section E, line 21 less Section G, line 44)

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