

**Income / Expense Verification**  
**Industrial / Warehouse**

(information pertaining to building only – not of business occupying site)

Property Name: \_\_\_\_\_ Account #: R \_\_\_\_\_

Address: \_\_\_\_\_

Is any portion of the building owner-occupied? \_\_\_\_\_ If yes, how many square feet? \_\_\_\_\_

Gross Building Rentable Area: \_\_\_\_\_ Annual Vacancy Rate \_\_\_\_\_ %

Year (or time frame) of data: \_\_\_\_\_ (12 months, please)

**INCOME**

Rental Income: \_\_\_\_\_ Total Sq. Ft. Leased: \_\_\_\_\_

Collection Loss: \_\_\_\_\_

Other Income: \_\_\_\_\_ (From) \_\_\_\_\_

Other Income: \_\_\_\_\_ (From) \_\_\_\_\_

Miscellaneous Income: \_\_\_\_\_

**EXPENSES**

Management Fee: \_\_\_\_\_

Advertising: \_\_\_\_\_

Insurance: \_\_\_\_\_

**Salaries**

Manager: \_\_\_\_\_

Asst. Manager: \_\_\_\_\_

Maintenance: \_\_\_\_\_

Other \_\_\_\_\_:

**Administration**

Legal: \_\_\_\_\_

Accounting: \_\_\_\_\_

Lease Fees/Comm.: \_\_\_\_\_

Other \_\_\_\_\_:

**Services**

Janitorial: \_\_\_\_\_

Security: \_\_\_\_\_

Exterminator: \_\_\_\_\_

Trash Removal: \_\_\_\_\_

Lawn Care: \_\_\_\_\_

Other \_\_\_\_\_:

**Real Property Taxes:** \_\_\_\_\_

**Mortgage Int / Pymt:** \_\_\_\_\_

**Utilities**

Telephone: \_\_\_\_\_

Electricity: \_\_\_\_\_

Gas: \_\_\_\_\_

Water/Sewer: \_\_\_\_\_

**Minor Repairs & Maintenance:**

Building: \_\_\_\_\_

HVAC: \_\_\_\_\_

Plmb / Elec: \_\_\_\_\_

Supplies: \_\_\_\_\_

Roof: \_\_\_\_\_

Parking: \_\_\_\_\_

Paint / Deco: \_\_\_\_\_

Other \_\_\_\_\_:

**Major Repairs**

Building: \_\_\_\_\_

Roof: \_\_\_\_\_

Parking: \_\_\_\_\_

Tenant Imps: \_\_\_\_\_

Other \_\_\_\_\_:

**Reserves for Replacement:** \_\_\_\_\_

**Depreciation:** \_\_\_\_\_

What are the current asking lease rates and terms/concessions/etc.? \_\_\_\_\_

Comments: \_\_\_\_\_

Completed by: \_\_\_\_\_ (print) Date: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ (signature)

