

**INCOME AND EXPENSE QUESTIONNAIRE – Town of Scarborough, ME
COMMERCIAL or INDUSTRIAL PROPERTIES
FOR 12 MONTHS ENDING DECEMBER 31, 2017**

Please Return to:
KRT Appraisal
191 Merrimack Street
Suite 701
Haverhill, MA 01830

NOTE: THIS IS A TWO PAGE DOCUMENT
NOTE: SIGNATURE IS REQUIRED ON SECOND PAGE

Parcel Location:
Parcel Map and Lot:
Parcel ID:
Use Code:

SECTION I: GENERAL DATA

Total Number of Units:		Number of Rentable Units including owner's:	
Net Leasable Area in SF:		Owner Occupied Area in SF:	

SECTION II: INCOME AND LOSS TOTALS FOR CALENDAR YEAR 2017

Please enter annual income on Lines 1 through 6 **AS IF FULLY RENTED**.

Calculate Vacancy Loss by subtracting **ACTUAL RENT RECEIVED** from **LINE 7** if difference is due to vacancy.

Calculate Concession Loss by subtracting **ACTUAL RENT RECEIVED** from **LINE 7** if difference is due to concessions.

Other Income (Lines 5 and 6) includes items such as: cell towers, vending, laundry, parking, billboards, etc. Describe and enter.

	Number of Units	Amount
1. Total Office Rental Income: (Annual rent as if fully rented)		\$
2. Total Retail Rental Income: (Annual rent as if fully rented)		\$
3. Total Industrial/Warehouse/Garage Rental Income: (Annual rent as if fully rented)		\$
4. Total Other Building Rental Income: (Annual rent as if fully rented)		\$
5. Other Income: (Describe)		\$
6. Other Income: (Describe)		\$
7. Potential Gross Income: (Add 1 through 6)		\$
8. Loss due to Vacancy: See note above.		\$
9. Loss due to Concessions/Bad Debt: See note above.		\$
10. Total Collection Loss: (Add 8 and 9)		\$
11. Effective Gross Income (Subtract 10 from 7)		\$

	Amount
Expenses reimbursed by tenants EXCLUDING RE TAX:	\$
Expenses reimbursed by tenants RE TAX ONLY:	\$

SECTION III: EXPENSES FOR CALENDAR YEAR 2017

Please check if each item is paid by Owner or Tenant. If entering "Other", please describe.

Expense Type	Amount	O	T	Expense Type	Amount	O	T
Management Fee				Maintenance Contract Fee			
Legal/Accounting				Supplies			
Security				Groundskeeping			
Payroll				Trash Removal			
Group Insurance				Snow Removal			
Telephone				Exterminator			
Advertising				Elevator Maint.			
Commissions				Insurance (1 Year Premium)			
Repairs Exterior				Reserves for Replacement			
Repairs Interior				Travel			

Expense Type	Amount	O	T	Expense Type	Amount	O	T
Repairs Mechanical				Other (describe)			
Repairs Electrical				Other (describe)			
Repairs Plumbing				Other (describe)			
Gas				Real Estate Taxes			
Oil							
Electricity							
Water							
Sewer							
Maintenance Wages							

SECTION IV: INCOME RENT ROLL FOR CALENDAR YEAR 2017

Please enter annual rent **AS IF FULLY RENTED**.

Please calculate vacancy by subtracting **ACTUAL RENT FROM ANNUAL RENT**.

Please enter Lease Type "G" (GROSS), "N" (NET), "NN" (DOUBLE NET), "NNN" (TRIPLE NET), or "TAW" if Tenant at Will.

If this information is recorded on a separate sheet, please just include it when returning this form.

Tenant Name	Use	Unit #	Floor Level	Leased Area (SF)	Annual Rent	Lease Type	Start Date	Term Years	Vacancy
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									

SECTION V: SIGNATURE

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Submitted by: (Please print) _____
 Title: _____
 Signature of owner or preparer: ... _____
 Phone: _____
 Date: _____