

Rent Roll Form

Address: _____

Borrower: _____
As of Date: _____

Tenant Name	Suite / Unit No.	Square Feet	Lease Start (Date)	Lease End (Date)	Base Rent	Common Area Maint.	Comments

Rent Roll Certification

I/We certify that the rent roll(s) dated _____ for the property above is/are true and correct.

[Entity]

[Individual]

By: _____ Date: _____
Name: _____
Title: _____

Date: _____
Name: _____

OPERATING EXPENSE STATEMENT

Property Address:

Year to Date

2018

2017

Gross Scheduled Income			
Tenants Expense Contributions			
Laundry Income			
Other Income:			
TOTAL INCOME			
less 5% vacancy allowance			
EFFECTIVE GROSS INCOME			
ANNUAL EXPENSES ON SUBJECT PROPERTY			
Advertising			
Cleaning			
Electricity			
Elevator Maintenance			
Fees & Licensing			
Gardening			
Gas			
Internet			
Insurance			
Legal & Accounting			
Management - Offsite (5% of gross income)			
Management - Onsite			
Painting & Decorating			
Payroll			
Payroll Taxes			
Pest Control			
Pool Maintenance			
Real Estate Taxes (1.25% of purchase price) in CA			
Repairs & Maintenance			
Replacement Reserve			
Sewer			
Supplies			
Telephone			
Trash Removal			
Utilities			
Water			
Other:			
TOTAL EXPENSES:			
NET OPERATING INCOME:			