

# Commercial Mortgage Income Property Rent Roll & Operating Data



Date: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City/St/ZIP: \_\_\_\_\_

If Purchase, Sales Price: \$ \_\_\_\_\_  
 If Refinance, Date of Purchase: \_\_\_\_\_  
 Estimated Market Value: \$ \_\_\_\_\_

**Type of Property** (circle one):  Apartment/MF  Office  Mixed Use  Warehouse  Industrial - Other

No. of Units: \_\_\_\_\_ Land Area: \_\_\_\_\_  
 If commercial, Square Feet: \_\_\_\_\_  
 Rentable square feet: \_\_\_\_\_

### If Refinance:

	Current Lender	Loan Balance	Monthly Payment
1 <sup>st</sup> Mortgage			
2 <sup>nd</sup> Mortgage			

### Rental Income: (Print additional copies if more than 13 tenants)

Tenant or Landlord Pays

Unit #	Tenant	Monthly Rent	Sq. Ft. or No. Bedrooms	Occupied Since	Lease Expires	Options	(Select One)		
							Elec	Heat	Tax
		\$					T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
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							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
							T L	T L	T L
Total Monthly Rent:		\$							
Total Annual Rent:		\$	Total PREVIOUS year's Rent: <input type="text"/>						

### Estimated or Actual Cash Operating Expenses – Annual

Accounting and Legal	\$ <input type="text"/>	Gas/Oil	\$ <input type="text"/>
Advertising, Licenses, & Permits	<input type="text"/>	Water	<input type="text"/>
Insurance	<input type="text"/>	Sewer	<input type="text"/>
Management	<input type="text"/>	Electricity	<input type="text"/>
Taxes – Real Estate	<input type="text"/>	Other _____	<input type="text"/>
Taxes – Other	<input type="text"/>	Other _____	<input type="text"/>
General Repairs	<input type="text"/>	Other _____	<input type="text"/>
Supplies	<input type="text"/>		
Maintenance	<input type="text"/>		
Landscaping, Rubbish	<input type="text"/>	<b>Total Operating Expenses</b>	\$ <input type="text"/>

### Recent Major Repairs (Within past few years)

Date of Project	Approx Cost	Details

Signature: \_\_\_\_\_