

**Income and Expense Statement**

For tax year -- \_\_\_\_\_

(Please fill in the year this statement pertains to)

**Property Information**

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

Property Description: \_\_\_\_\_

Number of commercial units: \_\_\_\_\_ Number of residential units: \_\_\_\_\_

Net Rental square feet: \_\_\_\_\_ Current Occupancy Rate: \_\_\_\_\_

**Income Information**

Rent: \_\_\_\_\_

Less Vacancy Factor: \_\_\_\_\_

(5% Residential Units; 10% Commercial tenants)

Effective Gross Income: \_\_\_\_\_

**Operating Expenses**

Water & Sewer: \_\_\_\_\_

Real Estate Taxes: \_\_\_\_\_

Utilities: \_\_\_\_\_

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

Repairs & Maintenance: \_\_\_\_\_

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

Fuel: \_\_\_\_\_

Replacement Reserves: \_\_\_\_\_

Misc.: \_\_\_\_\_

Total Expenses: \_\_\_\_\_

**Net Operation Income**

*Effective Gross Income:* \_\_\_\_\_

*Less Total Expenses:* \_\_\_\_\_

**Net Operation Income:** \_\_\_\_\_

Certified by: \_\_\_\_\_

(Owner)

Date: \_\_\_\_\_