#### **Commerical/Industrial Lease Summary**

**Column 1:** List tenant business name rather than owner name: i.e. "Joe's Restaurant" rather than "J. Smith Enterprises". If vacant, so state and enter asking rent under Annual Rent (Column 6) and months vacant under Comments (Column 11). Be sure to complete Columns (2), (3), (4) and (5). If any portion is owner occupied enter O/OCC under (1) and complete Columns (2), (3), (4), (5) and (11).

**Column 2:** Enter your identification or unit number/letter.

Column 3: List the area that is leased. If not known, approximate such as "1/4 of first floor". THIS IS VERY IMPORTANT.

**Column 4:** List type of space from the following list. If several types, enter most prevalent first: RTL - RETAL, STORE, SHOP; OFC - OFFICE; MFG - MANUFACTURING; WHS - WAREHOUSE, STORAGE; RDV - R&D; RST - RESTAURANT; SER - SERVICE, REPAIR, GARAGE; BNK - BANK; OTH - OTHER (SPECIFY IN COMMENTS (COLUMN 11).

Column 5: Enter floor level. If several, enter most prevalent first.

**Column 6:** List scheduled rent for that tenant for the year.

**Column 7:** List Common Area Maintenance (CAM), Real Estate Tax, and other reimbursement paid by tenant.

**Column 8:** List expenses included in the rent (paid by landlord). Using the following codes: E - ELETRIC; H - HEAT; M - MAINTENANCE; P - PLOWING; R - RUBBISH REMOVAL; T - REAL ESTATE TAXES; B - REAL ESTATE TAXES OVER A BASE; L - PARKING LOT/GROUNDS MAINTENANCE; W - WATER/SEWER; I - INSURANCE.

**Column 9:** Enter date lease begins. If month to month, enter M/M.

Column 10: Enter date leases ends prior to options.

**Column 11:** Enter comments. Be sure to include option, overage clauses, months vacant for the year and real estate tax clauses.

# Montgomery County Assessor of Property Commerical/Industrial Income & Expense Form

Location:

This form has been designed to collect Income & Expense data for the analysis of income-producing properties. This information will be used to determine the range of operational characteristics and criteria present in the investment marketplace for Montgomery County. The income and expense information that is provided will be kept confidential by Montgomery County in accordance with Section 67-5-402 of the Tennessee Tax Code Annotated. All income and expense statements must be certified with the signature of the owner, an officer of the corporation, or the duly authorized agent of the owner.

Parcel ID:

Acct. #:				Complex Name:					
Owner Name:			Bldg. Type:				Units:		
		2016							
	INCO	ME SUN							
Please see attached Co	ommorcial/Indu	ictrial Inco	ma 9. Evna	nco Summo	ny to fill our	t holow			
Column 1 Column 2 Column 2		1	1	I	1	1	Column 9	Column 10	Column 11
Column 2 Column 2 Column 2	IIII 5 COIGITIII 4	Columnia	Columnia	Columnio	COIGITIII 7	Columnia	Columnia	Column 10	Columnia
				<u> </u>					
	ОТ	HER INC	•						
PARKING			OTHER						
LAUNDRY				OTHER					
VENDING				OTHER					

#### **SALES INFORMATION**

	If the propert	y was purchased wit	hin the past 10 years, complete the fol	llowing.			
LAND ONLY				LAND AND BUILDINGS			
PRICE\$	DATE/_		PRICE\$		DATE/	/	
COMMENTS ON ANY SPECIAL C	ONDITIONS:		<u>.</u>				
		CONSTI	RUCTION COSTS				
	Complete if cor	struction or major re	emodeling was performed within past	10 years.			
Description			Cost		Year		
				•			
			INFORMATION				
	Please provide any informat	ion which may assist	in arriving at a fair and equitable app	raisal of this propert	у.		

## **Commerical/Industrial Properties**

		ANNUAL EXPENSES					
I	TEMS	2016	2015	2014			
BLDG. AREA	GROSS AREA						
	NET LEASABLE						
	MANAGEMENTI EE						
EN	COMMISSIONS						
MANAGEMENT	LEGAL						
	ACCOUNTING						
`	PAYROLL TAX						
	SNOW REMOVAL						
GENERAL	BLDG SUPPLIES						
	TRASH						
_	MISC.						
	WAGES						
CIING	SUPPLIES						
CLEANING	CONTRACT						
	SERVICES						
	HEATING						
	ELETRIC						
,5	AIR COND.						
JIIIIIES	WATER						
7,	SEWER						
	ELEVATOR						
	OTH UTILS						
4	DECORATING						
CONSTRUCTION	REPAIRS AND MAINT.						
MSTRU	TENANT ALLOW						
Q,	OTHER CONSTR						
ent the last	INSURANCE						
	REAL ESTATE TAXES						
	OTHER TAX						
	DEPRECIATION						
	FURN & FIXT.						
	INTEREST						
	LAND RENT						
_	BAD DEBT						
OTHER	VAC RATE						
O.	OTHER EXP						
	TOTAL:						

PREPARED BY:	TITLE:
DATE COMPLETED:/	COMPLEX NAME:
PHONE NO:	E-MAIL: