



General Commercial Use Rental Income and Expense Survey

(Use for office, retail, warehouse, and restaurants.)

V1 10/2023

Property Information

Property owner	Geocode
Property address	Doing business as (DBA) or building name
Mailing address	

Current Rent Roll

Reporting Year _____

Include all vacant spaces. Provide asking rent. If additional room is needed, attach a separate sheet.

Tenant name	Level (bsmt, 1st, 2nd, etc.)	Square feet	Annual base rent	Additional rent received	Lease information		
					Type (gross, triple net, owner occupied, etc.)	Start date	End date
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
Total rent escalation in lease		% per	Year	Average occupancy (occupied sq. ft. / total leasable sq. ft.)			%

Tenant Improvement Allowances

If additional room is needed, attach a separate sheet.

Tenant name	Amount paid by each	
	Paid by landlord	Paid by tenant
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Concessions, specials, or any additional comments.

(Please indicate terms and conditions for rent concessions).

Annual Income and Operating Expenses

Annual Income	
Potential gross income	\$
Actual rent collected (total rents received)	\$
Vacancy and/or collection loss	\$
Miscellaneous income	\$
Ground rent received	\$

Reporting Year _____

Provide clarification for any irregularities in your income and expense information.

It may be helpful to have your income tax forms available when completing the section below as some of the information may be the same.

Annual Operating Expenses	Overall Expenses	Responsibility				Amount Reimbursed by Tenants
		Landlord		Tenant		
Advertising	\$					\$
Cleaning	\$					\$
Commissions	\$					\$
Insurance	\$					\$
Legal and accounting fees	\$					\$
Management fee	\$					\$
Payroll and benefits	\$					\$
Mortgage interest	\$					\$
Maintenance and repairs	\$					\$
Supplies	\$					\$
Property taxes	\$					\$
Utilities	\$					\$
Depreciation expense	\$					\$
Reserves for replacement	\$					\$
Capital expenses	\$					\$
Ground rent paid	\$					\$
Other Expenses	\$					\$
Other Expenses	\$					\$
Other Expenses	\$					\$

Survey completed by	Date
Title	Phone
Email address	

General Commercial Use Rental Income and Expense Survey Terminology

General Terms

Lease Type. Typical lease types include gross, triple net (NNN), owner occupied, vacant, etc. A gross lease is a lease where the tenant is responsible for the base rate and the landlord is responsible for all

expenses (property taxes, utilities, maintenance, etc.) A NNN lease is a lease where the tenant is responsible for the base rate and all of the expenses (property taxes, utilities, maintenance, etc.)

Income Terms

Potential gross income. Total annual rent a property would generate at 100% occupancy.

Actual rent collected (total rents received). Actual income collected from rental sources.

Vacancy and/or collection loss. Loss of income based on vacant units or inability to collect rental payments from tenants.

Miscellaneous income. Income from other sources related to the rental property, including application and late fees, vending machines, parking, etc.

Ground rent received. Rent received for land that is separate from a building such as rent received for vacant land used for a car lot or rent received for leased land under a building.

Operating Expense Terms

Advertising. Expenses for online and direct mail advertising, print ads, promotional items, sponsorships, and related costs to promote the property in the market.

Cleaning. Expenses including janitorial services, including window and carpet cleaning; ongoing upkeep of common area landscaping; costs for lighting and security systems; snow removal; contracted services; and real and personal property maintenance fees.

Commissions. Amount paid for leasing fees and commissions to market vacant building space.

Insurance. Fixed expense of the property's annual insurance premium for replacement in case of fire or other property loss.

Legal and accounting fees. Fees associated with bookkeeping, attorneys, and accountants for services related to the business.

Management fee. Agency fee paid by owner to a management company to oversee day-to-day operation of the property. This is typically based on a percentage of collected rent.

Payroll and benefits. Expenses including wages, salaries, benefits, payroll taxes and related worker's compensation expenses for the staff needed to operate the property.

Mortgage interest. Mortgage interest paid by owners to banks or other financial institutions on the property.

Maintenance and repairs. Expenses for incidental repairs and costs for keeping the property in operating condition including but not limited to hvac, plumbing, electrical systems maintenance, and lighting and security systems. These expenses do not include air conditioner, roof, and parking lot replacements, or building additions.

Supplies. Cost of non-incidental materials and items, such as office and cleaning supplies.

Property taxes. Amount paid for property taxes.

Utilities. Expenses including but not limited to internet, phone, electricity, gas, water, sewer, and trash.

Depreciation expense. Annual non-cash expense used to recover the loss in value of an asset.

Reserves for replacement. Allowance or reserve for the replacement of short-lived items that will not last for the remaining economic life of a property.

Capital expenses. Expenses that do not typically occur on an annual basis. Examples include roof replacement, building addition, parking lot replacement, air conditioner replacement, etc.

Questions? Call us at (406) 444-6900, or Montana Relay at 711 for the hearing impaired.

Ground rent paid. Rent paid for land that is separate from a building such as rent paid for vacant land used for a car lot or rent paid for leased land under a building.

Other expenses. Expenses that do not easily fall within an existing expense category. Add additional expenses in the space provided.