

NOTE: Input in Yellow Cells Only!

CURRENT

*****Annual Operating Expenses**

*Total Scheduled Monthly Rents / Leases	
CAM Reimbursement	
Real Estate Tax Reimbursement	
Property Insurance Reimbursement	
Other:	
Total Monthly Income:	
Total Gross Potential Income:	

Real Estate Taxes	
Other Taxes	
Insurance	
Utilities	
Trash	
Maintenance	
HVAC	
Gardening	
Administration	
Property Management	
Contract Services	
Janitorial	
Payroll & Salaries:	
Total:	

* Total current rents including vacant units (100% total potential income).

Total Vacant Sq Ft		(Physical Vacancy)
Year Built:		
Lot Size		
# of Stories		
# of Buildings		
Zoning		
Elevator Served		
Property Rating		(A,B,C, Average, etc.)
Type of Leases		(Gross, Triple Net, etc.)
Property Type		
Type of Construction		
Type of Parking		
# of Parking Spaces		
Clear Ceiling Height		(Industrial Properties only)
Electrical Service		(Industrial Properties only)
What is the Rent per Sq Ft for new available space?		

***** Attach current rent roll and prior 2 to 3 years income & expense operating history.**

PROPERTY DESCRIPTION / COMMENTS	

INVESTOR DUE DILLIGENCE CHECKLIST (Recommended for Financing)

The following questionnaire checklist will assist you in the due diligence process and is only optional, however, However, this information is recommended for professional investor due diligence.

- Copy of current rent roll including tenant name, move in dates, current rent and lease expirations
- Copy of the 2007, 2008 & 2009 (Year to Date) Operating History (Income & Expense Statement)
- How many vacant units / suites? _____
- What is the Economic Occupancy? _____
- What is the potential (market rent) for vacant space? _____
- Are there any rent concessions or move in specials? _____

