CITY OF PHILADELPHIA
OFFICE OF PROPERTY ASSESSMENT

# COMMERCIAL & INDUSTRIAL INCOME & EXPENSE STATEMENT

*All information submitted will be treated as confidential to the fullest extent permitted by law.*

Account #
Year

## 1. PROPERTY / CONTACT INFORMATION

### PROPERTY INFORMATION

Property Address: _____

City, State, ZIP: _____

OPA Account (Parcel) Number: _____

Property Type: _____

Property Subtype (if applicable): _____

### OWNER / CONTACT INFORMATION *(Owner or Authorized Representative)*

Owner / Contact Name: _____

Company: _____

Phone: _____

Email: _____

***PREFERRED METHOD OF CONTACT** (Check one)* ☐ Email ☐ Phone ☐ Mail Other: _____

## 2. MARKET ACTIVITY *(As of Date Completed)*

Has the property been listed for sale within the past 24 months? ☐ Yes ☐ No

If Yes: List Price: $ _____ Date Listed: _____

Is the property currently under contract? ☐ Yes ☐ No

If Yes: Contract Price: $ _____ Date of Contract: _____

Has the property sold within the past 24 months? ☐ Yes ☐ No

If Yes: Sale Price $ _____ Date of Sales: _____

## 3. BUILDING / SITE CHARACTERISTICS

### BUILDING INFORMATION

Year Built: _____

Year Renovated: _____

Renovation Cost: $ _____

Gross Building Area (SF): _____

Net Rentable Area (SF): _____

Occupancy %: _____ %

### SPACE BREAKDOWN (SF)

Office SF: _____

Retail SF: _____

Flex SF: _____

Warehouse SF: _____

Manufacturing SF: _____

Storage SF: _____

Cold Storage SF: _____

Other SF: _____

### BUILDING FEATURES

Clear Height (ft): _____

Loading Docks: _____

Drive-In Doors: _____

Drive-Thru Present? ☐ Yes ☐ No

Elevators Present? ☐ Yes ☐ No

If Yes, Number of Elevators: _____

Parking Spaces: _____

### SITE FEATURES

Rail Service? ☐ Yes ☐ No

Outdoor / Yard Storage? ☐ Yes ☐ No

### OTHER

Other: _____

### BILLBOARD INCOME

Billboard Present? ☐ Yes ☐ No

Lease Amount: $ _____

Term: _____

### CELL SITE / TOWER INCOME

Cell Site / Tower Present? ☐ Yes ☐ No

Lease Amount: $ _____

Term: _____

### ADDITIONAL INCOME / CAPITAL IMPROVEMENTS

Describe Other Income (not above): _____

List Capital Improvements (last 5 years): _____



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## 4. OPERATING EXPENSES (Annual)

| EXPENSE CATEGORY | TENANT (ANNUAL) | OWNER (ANNUAL) | EXPENSE CATEGORY | TENANT (ANNUAL) | OWNER (ANNUAL) |
|---|---|---|---|---|---|
| Real Estate Taxes | $ | $ | Marketing / Leasing | $ | $ |
| Insurance | $ | $ | Legal / Professional | $ | $ |
| Utilities | $ | $ | Accounting | $ | $ |
| Repairs & Maintenance | $ | $ | Trash / Waste Removal | $ | $ |
| Janitorial | $ | $ | Pest Control | $ | $ |
| Landscaping / Snow Removal | $ | $ | Fire / Life Safety | $ | $ |
| Security | $ | $ | Reserve for Replacement | $ | $ |
| Management Fees | $ | $ | Other (Specify): _____ | $ | $ |
| Administrative | $ | $ | Other (Specify): _____ | $ | $ |
| Other (Specify): _____ | $ | $ | | | |
| Other (Specify): _____ | $ | $ | TOTAL OWNER OPERATING EXPENSES | | $ 0.00 |

## 5. LEASE TYPE DEFINITIONS

**NNN (Triple Net):** Tenant pays base rent plus all operating expenses, taxes, and insurance. **NN (Double Net):** Tenant pays base rent plus expenses (excluding taxes and/or insurance). **MG (Modified Gross):** Tenant pays base rent plus some, but not all, operating expenses.

## 6. TENANT / VACANT RENT ROLL

| Suite / Unit Number | Tenant / Vacant | Use | Leased Area (SF) | Lease Type (NNN / NN / MG) | Monthly Base Rent ($) | Lease Term | | | Pass-Through / Notes |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Start Date (MM/DD/YYYY) | End Date (MM/DD/YYYY) | Term (Yrs.) | |
| | | | | NNN | | | | | |
| | | | | NNN | | | | | |
| | | | | NNN | | | | | |
| | | | | NNN | | | | | |
| | | | | NNN | | | | | |
| | | | | NNN | | | | | |

**RENT ROLL SUMMARY (Annualized)**

Total Leased SF: _____ SF

Total Vacant SF: _____ SF

Total Gross Rent (from base rent only): _____

## CERTIFICATION

I (we) certify that the information contained in this Commercial & Industrial Income & Expense Statement is true, correct, and complete to the best of my (our) knowledge and belief. I (we) understand that the Office of Property Assessment may verify any information contained herein. I (we) further understand that any willful misrepresentation of material facts may subject the property to penalties as provided by law.

Print Name: _____ Title: _____

Signature: _____ Date: _____



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