

INSTRUCTION FOR COMPLETING INCOME AND EXPENSE SURVEY FORM OFFICE BUILDING

The following instructions are provided to aid you filling out this survey form. If you have any questions, please call this office at 703.838.4646.

A. Certification

Certification of this information by the owner or officially authorized representative is required by state law (**Code Virginia 58.1-3294**). Please print or type the name and title of the person certifying the information, and the name and phone number of the person to contact with questions about this information.

B. Annual Income

1. **Rental Potential Income - Office Space** - Enter the total potential income that the office space will generate, if 100% occupied.
2. **Rental Potential Income - Stores, Shops, Banks, Restaurants, etc.** - Enter the total potential income that all retail space will generate, if 100% occupied.
3. **Rental Potential Income - Basement or Storage Space** - Enter the total potential income that the basement or storage space will generate, if 100% occupied.
4. **Rental Potential Income - Parking** - Enter the total potential income that the garage and/or surface parking areas will generate.
5. **Vacancy and Collection Loss** - Actual income loss from all vacancies during the calendar year that is not compensated by existing leases, plus all actual income loss during the calendar year from collection and bad debts.
- 5a. **Free Rent (Lease Concession)** - The actual income loss attributable to lease concessions such as occupancy periods at reduced rent or complete rent abatement. If existing leases include provisions for free rent after CY 2006 indicate on the attached Form K the amount and timing of the remaining free rent allowance.
6. **Rental Potential Income - Tax Escalation Charges** - Income to the property from the tenant's prorata share of real estate taxes (**pass-throughs**), usually above a base amount or tax stop as specified in the terms of the lease.
7. **Reimbursements for Operating Expenses** - Income to the property from the tenant's prorata share of the operating expenses (**pass-throughs**), usually a base year amount or expense stop as specified in the terms of the lease.
8. **Reimbursements for Tenant Improvements** - Income to the property from the tenant's prorata share of tenant improvements cost.
9. **Income from Sale of Utilities or Services to Tenants** - Income in addition to the actual rental income or operating reimbursements.

