



PROPERTY SUMMARY SHEET

Owner/Debtor: _____

Property Address: _____

12 Months ending: _____

| | |
|--|-------|
| Annual Rent | _____ |
| Tax Contributions from Tenants (if applicable) | _____ |
| Common Area Maintenance from Tenants (if applicable) | _____ |
| Vacancy Allowance/Credit Losses | _____ |

Gross Revenue _____

| | |
|----------------------|-------|
| R/E Taxes | _____ |
| Insurance | _____ |
| Heat | _____ |
| Electricity | _____ |
| Water & Sewer | _____ |
| Rubbish/Trash | _____ |
| Snow Removal/Sanding | _____ |
| Other Maintenance | _____ |
| Management Expense | _____ |
| Reserves | _____ |
| Other | _____ |

Total Operating Expenses _____

Available to Service Debt _____

Mortgages

| | <u>Bank</u> | <u>Mortgage Balance</u> | <u>Rate</u> | <u>*Monthly Payment</u> | <u>Annual Debt Service</u> |
|----|-------------|-----------------------------|-------------|-----------------------------|--------------------------------|
| 1) | | | | | |
| 2) | | | | | |
| 3) | | | | | |

***Principal and Interest Only! Do not include escrow portion of payment.**

PROPERTY SUMMARY SHEET (cont.)

| <u>Tenant Name</u> | <u>Length of Lease</u> | <u>Original Occupancy Date</u> | <u>*Annual Rent</u> | <u>Type of Tenant</u> | <u>Description of Premises Leased</u> | <u>Annual Cost of Living Increase?</u> | <u>Rental Payment Current</u> |
|---|--|---------------------------------------|----------------------------|---|---|---|--------------------------------------|
| <u>Examples:</u> Mr. & Mrs. Smith | 1 Year | 6/4/10 | \$8,400 | Personal Apartment | 3 bed, 1 ½ bath, 1400 Sq ft. | Yes | Yes |
| ABC Company, Inc | 5 Years w/ 5 Year Option Renewal | 4/06/10 4/06/15 | \$18,000 | Manufacturer of Plumbing Supplies | 3,000 sq ft/industrial 1,200 sq ft./office | Yes | No |

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

*Please provide any information on material changes that will affect the cash flow of the property. Example: 1) Vacancy rate expected to increase; which will affect rental income this year. 2) Rental income expected to increase due to rent increases or obtaining a tenant. Please attach separate sheets should you require additional space.

I hereby certify that the facts set forth in the Property Summary Sheet are true and complete to the best of my knowledge.

Signature

Title

Date