

COMMERCIAL PROPERTY -SAMPLE I&E DATA-TOWN OF AMHERST

Property Address _____
 Owner Name _____
 Owner Address _____

Please return this questionnaire with a copy of the most recent survey of the property. *If available, include rent roll and I&E, preferably an IRS 8825 for a 3 year period*

Property Use (Please circle one) Retail _____ Office _____ Plaza _____ Gas/Service _____ Apartment _____ # of units _____
 Industrial _____ Auto _____ Bar/Tavern _____ Restaurant _____
 Mixed-Use (commercial/apt) _____ Other _____

Tenant/Lease Information				
Occupant/ Tenant Name	Use	Occupied/ Rented/Area	Annual Rent	Tenant Pays ex. Heat, Utilities, taxes, etc.

Land (Ground) Lease		
Total Land Area		
Annual Rent		\$
Tenant Expense (on Land)	Taxes	\$
	Maintenance	\$
	Other	\$
		\$

Entire Building Rent	
Building Area (SF)	
Annual Rent	\$
Gross sales	\$
	\$
Tenant Expenses Per Year	
Taxes	\$
Insurance	\$
Maintenance	\$
Water	\$
Gas	\$
Electric	\$
Other	\$

PLEASE PROVIDE COPY OF ANY RECENT APPRAISALS DONE IN LAST THREE YEARS

Owner's Annual Expense Information		Calendar Year 20 / 20		← Please indicate most recent year
Management	\$	Real Estate Taxes	\$	
Legal/Acctg.	\$	Insurance	\$	
General	Rubbish Removal	\$		
	Snow Removal	\$	Electric	\$
	Repairs/Maintenance	\$	Gas	\$
	Replacement Reserve	\$	Water	\$
	Supplies	\$	Other	\$
	Wages/Payroll	\$	Other	\$
	Cleaning	\$	Other	\$
	Other	\$	Other	\$

Building Information

Recent Improvements: _____

Required Repairs/Upgrades: _____

Average Annual Vacancy: _____

(Please describe the average number amount of space vacant during an average 12 month period)

Comments (Please attach and pertinent information)