

Montgomery County Assessor of Property

Commerical/Industrial Lease Summary

Column 1: List tenant business name rather than owner name: i.e. "Joe's Restaurant" rather than "J. Smith Enterprises". If vacant, so state and enter asking rent under Annual Rent (Column 6) and months vacant under Comments (Column 11). Be sure to complete Columns (2), (3), (4) and (5). If any portion is owner occupied enter O/OCC under (1) and complete Columns (2), (3), (4), (5) and (11).

Column 2: Enter your identification or unit number/letter.

Column 3: List the area that is leased. If not known, approximate such as "1/4 of first floor". THIS IS VERY IMPORTANT.

Column 4: List type of space from the following list. If several types, enter most prevalent first: RTL - RETAL, STORE, SHOP; OFC - OFFICE; MFG - MANUFACTURING; WHS - WAREHOUSE, STORAGE; RDV - R&D; RST - RESTAURANT; SER - SERVICE, REPAIR, GARAGE; BNK - BANK; OTH - OTHER (SPECIFY IN COMMENTS (COLUMN 11)).

Column 5: Enter floor level. If several, enter most prevalent first.

Column 6: List scheduled rent for that tenant for the year.

Column 7: List Common Area Maintenance (CAM), Real Estate Tax, and other reimbursement paid by tenant.

Column 8: List expenses included in the rent (paid by landlord). Using the following codes: E - ELETRIC; H - HEAT; M - MAINTENANCE; P - PLOWING; R - RUBBISH REMOVAL; T - REAL ESTATE TAXES; B - REAL ESTATE TAXES OVER A BASE; L - PARKING LOT/GROUNDS MAINTENANCE; W - WATER/SEWER; I - INSURANCE.

Column 9: Enter date lease begins. If month to month, enter M/M.

Column 10: Enter date leases ends prior to options.

Column 11: Enter comments. Be sure to include option, overage clauses, months vacant for the year and real estate tax clauses.

Montgomery County Assessor of Property

SALES INFORMATION

If the property was purchased within the past 10 years, complete the following.			
LAND ONLY		LAND AND BUILDINGS	
PRICE\$ _____	DATE ____/____/____	PRICE\$ _____	DATE ____/____/____
COMMENTS ON ANY SPECIAL CONDITIONS:			

CONSTRUCTION COSTS

Complete if construction or major remodeling was performed within past 10 years.		
Description	Cost	Year

OTHER INFORMATION

Please provide any information which may assist in arriving at a fair and equitable appraisal of this property.

Montgomery County Assessor of Property

**Montgomery County Assessor of Property
Commerical/Industrial Properties**

ITEMS		ANNUAL EXPENSES		
		2016	2015	2014
BLDG. AREA	GROSS AREA			
	NET LEASABLE			
MANAGEMENT	MANAGEMENT FEE			
	COMMISSIONS			
	LEGAL			
	ACCOUNTING			
	PAYROLL TAX			
GENERAL	SNOW REMOVAL			
	BLDG SUPPLIES			
	TRASH			
	MISC.			
CLEANING	WAGES			
	SUPPLIES			
	CONTRACT			
	SERVICES			
UTILITIES	HEATING			
	ELETRIC			
	AIR COND.			
	WATER			
	SEWER			
	ELEVATOR			
	OTH UTILS			
CONSTRUCTION	DECORATING			
	REPAIRS AND MAINT.			
	TENANT ALLOW			
	OTHER CONSTR			
FIXED EXPENSE	INSURANCE			
	REAL ESTATE TAXES			
	OTHER TAX			
	DEPRECIATION			
	FURN & FIXT.			
	INTEREST			
	LAND RENT			
OTHER	BAD DEBT			
	VAC RATE			
	OTHER EXP			
TOTAL:				

PREPARED BY: _____	TITLE: _____
DATE COMPLETED: ____/____/____	COMPLEX NAME: _____
PHONE NO: _____ - _____	E-MAIL: _____