Commercial / Industrial
Terms & Definitions

Term	Definition
Fiscal Year End Date	Date of fiscal year end
Retail	Retail includes ATM, third party sign (billboard), fast food, kiosk, and restaurant
Office	Office space
Industrial	Manufacturing, production, processing, research and development space
Warehouse / Storage / Basement	Warehouse/storage/basement space
Capital Costs	Costs associated with replacing components of the structure that will require replacing before the end of the structures economic life, such as roof and window replacements. This should not be confused with costs for maintenance
Property Summary	Indicate the total occupied area and vacant area based on tenant type and the current asking rent per sq. ft. for each vacant area
Parking	Indicate number of indoor/outdoor parking spaces, and specify rate received and if it is a monthly, daily or reserved parking rate
Tenant / Trading Name *	Last name first, if person's name and include vacant units
Floor / Unit # *	The common identifier or location within the building
Unit Type / Use *	ATM, fast food, kiosk, manufacturing, office, restaurant, retail, storage, warehouse. For industrial properties, identify the predominant use
% of Unit Finished	For industrial properties only, identify the overall finished space within the leased area of the unit
New, Renewal or Monthly*	New lease, renewal, existing, monthly, or vacant
Negotiated Date	Date lease negotiated
Start Lease Date *	Start date of current lease only (mm/dd/yyyy)
End Lease Date	End date of current lease only (mm/dd/yyyy)
Land Lease	Please specify (✓) if lease represents land only
% of Rent of Gross Sales ($)	The amount of rent paid in dollars as a percent of gross sales that is in addition to the base rent

Lease Type *	(N) Net: no expenses included in the annual rent (G) Gross: all expenses included in the annual rent (S) Semi-gross: some expenses included in the annual rent (P) Percentage rents: amount of rent paid in dollars as a percent of gross sales that is in addition to the base rent
Leased Area (sq. ft.) *	The rentable area in square feet
Annual Rent	The annual rent paid by the tenant for the leased unit. If the lease type is a net rent, any amounts paid separately for property taxes, common area costs, and/or utilities should be entered in the recoveries columns
Current Base Rent ($/sq. ft.) *	Current base rent paid per sq. ft. by the tenant as stated in the lease. If the lease type is a net rent, any amounts paid separately for property taxes, common area costs, and/or utilities should be entered in the recoveries column
Property Tax Recoveries ($/sq. ft.)	Amount of additional rent paid by the tenant for property taxes only
Operating Recoveries ($/sq. ft.)	Amounts billed by the landlord to the tenant to cover common area maintenance (CAM), such as taxes (if included with other CAM charges), maintenance, insurance, etc. If there are direct unit expenses (i.e. utilities) that are also billed to the tenant these may be included as part of CAM
Rent Free (# of months)	A specified period of time in months where the tenant does not pay rent
Tenant Improvements ($/sq. ft.)	The cost incurred by a landlord to bring the unit to a turnkey finish, expressed as a $/sq. ft.
Step-up Section *	Step-up leases are rental increases that occur within the term of the lease. Provide each increment date and increase rate over the term of the lease
Operating Expenses included in Rent	Indicate the expenses included in the rent. If any expenses are included in the rent, it is not considered a net rent

* Indicates a mandatory field