



# BOMA INDUSTRIAL INCOME & EXPENSE

## QUESTIONNAIRE

Data for Calendar or Fiscal Year 2018

(\* = Required Question)

\*Property Name \_\_\_\_\_

\*Street Address \_\_\_\_\_

\*City \_\_\_\_\_

\*State/Province \_\_\_\_\_

\*Zip/Postal Code \_\_\_\_\_

CoStar Number \_\_\_\_\_

### Step 1: Contact Information

#### Create an Account or Login

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Code \_\_\_\_\_

BOMA Member? Yes  No  Email \_\_\_\_\_

\*Select who will receive access to the Expense Performance Comparison (EPC)

You

Someone Else: 1. First Name \_\_\_\_\_

2. Last Name \_\_\_\_\_

3. Phone ( ) \_\_\_\_\_

\*4. Email \_\_\_\_\_

**Deadline April 1, 2019**



## Step 2: Building Information I

- \*1. Building Area Measurement (*Please indicate the measuring unit of your reporting data.*)  
 Sq. Feet       Sq. Meters
- \*2. Floor Measurement Method:  
 BOMA Industrial Standard /ANSI Z65.2-2012- Method A (exterior wall)  
 BOMA Industrial Standard/ANSI Z65.2-2012- Method B (drip line)  
 Not Sure      Other \_\_\_\_\_
- \*3. Number of free standing buildings \_\_\_\_\_
- \*4. **Total Gross Building Area (TBGA)** \_\_\_\_\_ **SF/SM**
- \*5. Total Finished Area included in TGBA (*if known*) \_\_\_\_\_ SF/SM
- \*6. Total Unfinished Area/Warehouse Space in TGBA (*if known*) \_\_\_\_\_ SF/SM
7. Other Finished or Unfinished Area/Warehouse Space in TGBA \_\_\_\_\_ SF/SM
8. Total Number of Parking Stalls \_\_\_\_\_ Stalls
9. Total # of Additional Trailer Parking (not docks) \_\_\_\_\_ Stalls
10. Outside Storage:  Y     N
11. Truck Storage:  Y     N
- \*12. Year Built \_\_\_\_\_
13. Year of Last Renovation \_\_\_\_\_
14. Mezzanine:  Y     N
15. Does this building share expenses with another property (such as participation in a property owners association)?  Y     N
16. Property Class:       Class A       Class B       Class C
- \*17. Property Type: (*Please see attached definitions*)  
 Special Use       Flex       Industrial/Warehouse
- \*18. Property Uses (check all that apply):  
 Bulk Warehouse     Call Center     Cold Storage     Common Maintenance/Utility Building  
 Data Center       Distribution     E-Commerce     Low Cost Office  
 Manufacturing       R&D/Lab Space     Other \_\_\_\_\_
- \*19. Number of Tenants \_\_\_\_\_
- \*20. Lease Type: (*Please see attached definitions*)  
 NNN       Gross       Mod Gross     Other \_\_\_\_\_

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21. # of Dock High Doors \_\_\_\_\_

22. # of Grade Level Doors \_\_\_\_\_

\*23. Loading Dock Type:  Front load  Rear load  Cross dock  None  Not Sure

24. Clear Ceiling Height \_\_\_\_\_

\*25. Number of above grade floors (not including mezzanine) \_\_\_\_\_

### Step 3: Building Information II

\*1. Ownership Type:

Private Owner/Partnership/LLC  Institutional Investor  REIT

Corporate/Owner-Occupier  Government  Non-Profit  Developer

2. Is this property operated by third party management?  Y  N

3. Total Weekly Hours of Operation \_\_\_\_\_ (Ex: 12 hrs. x 5 days = 60, 24 x 7 = 168)

\*4. Average Occupancy Rate (NOT vacancy rate) \_\_\_\_\_

\*5. End of Year Occupancy Rate (NOT vacancy rate) \_\_\_\_\_

\*6. Amount of newly leased space and turned over to new tenant(s) / occupants \_\_\_\_\_ SF/SM

7. Annual Average number of on-site tenant employees \_\_\_\_\_

8. Pass-Thru Capital  Yes  No

If yes, threshold \$ \_\_\_\_\_ SF/SM

9. Is this property ENERGY STAR certified?  Yes  No

10. Does your building benchmark its energy performance using a tool such as EPA's Portfolio Manager?  Yes  No

11. If your building uses Portfolio Manager, what is your ENERGY STAR® score?

[Answer must be a whole number 1 to 100.] \_\_\_\_\_

12. LEED Program Participation: \_\_\_\_\_ [New Construction, Existing Building, Core and Shell or None]

13. LEED Achievement:  Certified  Silver  Gold  Platinum

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### Step 4: Income Information (in Whole Dollars)

Please enter this property's income for the entire calendar year in whole dollars.

1. Industrial Rent – Base Rent  Override Auto-Sum \_\_\_\_\_ Total \$

1. Total Base Rent \$ \_\_\_\_\_

2. Industrial Rent – Additional Rent  Override Auto-Sum \_\_\_\_\_ Total \$

1. Pass-thrus \$ \_\_\_\_\_

2. Operating Expense Escalations \$ \_\_\_\_\_

3. Lease Cancellations \$ \_\_\_\_\_

4. Rent Abatements / Free Operating Expenses (positive #) \$ \_\_\_\_\_

Total Additional Rent (Sum of 1-4) \$ \_\_\_\_\_

3. Additional Income  Override Auto-Sum \_\_\_\_\_ Total \$

1. Tenant Improvements Recovery \$ \_\_\_\_\_

2. Capital Expenditures / Major Repair Reimbursements \$ \_\_\_\_\_

Total Additional Income (Sum of 1 and 2) \$ \_\_\_\_\_

4. Miscellaneous Income  Override Auto-Sum \_\_\_\_\_ Total \$

1. Total Miscellaneous Income \$ \_\_\_\_\_

Total Rental Income (Sum of Q1 and Q2) \$ \_\_\_\_\_  Override Auto-Sum

Total Industrial Income (Sum of Q1 – Q4) \$ \_\_\_\_\_  Override Auto-Sum

### Step 5: Expense Information (in Whole Dollars)

Please enter this property's expenses for the entire calendar year in whole dollars.

If any of the line items 2-17 incurred a major, non-recurring expense and the amount is identifiable, please report it separately and exclusively in line item #1.

Expenses  Override Auto-Sum \_\_\_\_\_ Total \$

1. Non-recurring Major Expenses \$ \_\_\_\_\_

2. Exterior Building Maintenance \$ \_\_\_\_\_

3. Grounds/Landscape/Exterior \$ \_\_\_\_\_

4. Paving/Concrete Repairs \$ \_\_\_\_\_

5. Snow Removal \$ \_\_\_\_\_

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- 6. Mechanical/HVAC \$ \_\_\_\_\_
- 7. Water and Sewer \$ \_\_\_\_\_
- 8. Energy \$ \_\_\_\_\_
- 9. Trash \$ \_\_\_\_\_
- 10. Fire/Life Safety \$ \_\_\_\_\_
- 11. Property Manager Wages \$ \_\_\_\_\_
- 12. Maintenance Personnel Wages \$ \_\_\_\_\_
- 13. Management Fee \$ \_\_\_\_\_
- 14. General & Administrative \$ \_\_\_\_\_
- 15. Real Estate Taxes \$ \_\_\_\_\_
- 16. Insurance \$ \_\_\_\_\_
- 17. Other \$ \_\_\_\_\_
- 18. Amortizable Capital Expenditures \$ \_\_\_\_\_
- 19. Total Reimbursable/Directly Recoverable Expenses \$ \_\_\_\_\_

Total Operating Expenses (excludes Q18 and Q19) \$ \_\_\_\_\_  Override Auto-Sum

Total Industrial Expenses (Sum of Q1-Q18) \$ \_\_\_\_\_  Override Auto-Sum

## Step 6: Confirmation

Please review the data for accuracy prior to submission. Note that we may have flagged certain data for specific review. Once you have reviewed all your data, please print a copy of this confirmation page, for your records. Then, click “Submit” to assure that your submissions are complete. Once you click “submit,” your survey will be locked and you will not be permitted to make changes to your submission. If you determine that you need to make a change to your survey once it’s been submitted, please contact BOMA at [eer@boma.org](mailto:eer@boma.org).

**Deadline April 1, 2019**