BOMA INDUSTRIAL INCOME & EXPENSE

QUESTIONNAIRE

Data for Calendar or Fiscal Year 2019

(* = 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_______________________________________________________________
City_____________________________ Suite___________________________
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 3, 2020
### 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

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. Total Number of Parking Stalls ________________________________ Stalls

8. Total # of Additional Trailer Parking (not docks) ________________________________ Stalls

9. Outside Storage: [ ] Y  [ ] N

10. Truck Storage: [ ] Y  [ ] N

11. Year Built ________________________________

12. Mezzanine: [ ] Y  [ ] N

13. Does this building share expenses with another property (such as participation in a property owners association)? [ ] Y  [ ] N

14. **Property Class:**
   - [ ] Class A
   - [ ] Class B
   - [ ] Class C

15. **Property Type:** *(Please see attached definitions)*
   - [ ] Special Use
   - [ ] Flex
   - [ ] Industrial/Warehouse

16. 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 ________________________________

17. **Number of Tenants** ________________________________

18. **Lease Type:** *(Please see attached definitions)*
   - [ ] NNN
   - [ ] Gross
   - [ ] Mod Gross
   - [ ] Other ________________________________

19. # of Dock High Doors ________________________________

20. # of Grade Level Doors ________________________________

*20. Loading Dock Type: [ ] Front load  [ ] Rear load  [ ] Cross dock  [ ] None  [ ] Not Sure

**Deadline** April 3, 2020
21. Clear Ceiling Height _______________________

*22. 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. Average Occupancy Rate (NOT vacancy rate) ________________________________

*4. End of Year Occupancy Rate (NOT vacancy rate) ________________________________

*5. Amount of newly leased space and turned over to new tenant(s) / occupants ______SF/SM

6. Annual Average number of on-site tenant employees____________________________

7. Pass-Thru Capital  ☐ Yes       ☐ No

   If yes, threshold $ _________________________________ SF/SM

8. Is this property ENERGY STAR certified?  ☐ Yes  ☐ No

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

10. If your building uses Portfolio Manager, what is your ENERGY STAR® score?
    [Answer must be a whole number 1 to 100.] ______________

11. LEED Program Participation: ____________________________ [New Construction, Existing Building, Core and Shell or None]

12. LEED Achievement:  ☐ Certified  ☐ Silver  ☐ Gold  ☐ Platinum

Deadline April 3, 2020
### Step 4: Income Information (in Whole Dollars)

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Override</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Industrial Rent – Base Rent</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>1. Total Base Rent</strong> $</td>
<td></td>
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<tr>
<td>2.</td>
<td>Industrial Rent – Additional Rent</td>
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<tr>
<td></td>
<td>1. Pass-thru $</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>2. Operating Expense Escalations $</td>
<td></td>
<td></td>
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<td></td>
<td>3. Lease Cancellations $</td>
<td></td>
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<td></td>
<td>4. Rent Abatements / Free Operating Expenses (positive #) $ $</td>
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<tr>
<td></td>
<td><strong>Total Additional Rent (Sum of 1-4)</strong> $</td>
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<tr>
<td>3.</td>
<td>Additional Income</td>
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<tr>
<td></td>
<td>1. Tenant Improvements Recovery $</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>2. Capital Expenditures / Major Repair Reimbursements $ $</td>
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<td></td>
<td><strong>Total Additional Income (Sum of 1 and 2)</strong> $</td>
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<tr>
<td>4.</td>
<td>Miscellaneous Income</td>
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<td></td>
<td><strong>1. Total Miscellaneous Income</strong> $</td>
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</tbody>
</table>

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

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

**Deadline April 3, 2020**
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.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Override Auto-Sum</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Non-recurring Major Expenses</td>
<td></td>
<td></td>
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<tr>
<td>2. Exterior Building Maintenance</td>
<td></td>
<td></td>
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<tr>
<td>3. Grounds/Landscape/Exterior</td>
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<td></td>
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<tr>
<td>4. Paving/Concrete Repairs</td>
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<td>5. Snow Removal</td>
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<td>6. Mechanical/HVAC</td>
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<td>7. Water and Sewer</td>
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<td>8. Energy</td>
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<td>9. Trash</td>
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<tr>
<td>10. Fire/Life Safety</td>
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<tr>
<td>11. Property Manager Wages</td>
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<td>12. Maintenance Personnel Wages</td>
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<td>13. Management Fee</td>
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<td>14. General &amp; Administrative</td>
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<td>15. Real Estate Taxes</td>
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<td>16. Insurance</td>
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<tr>
<td>17. Other</td>
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</tbody>
</table>

Total Operating Expenses $_________________ Override Auto-Sum

Total Industrial Expenses $_________________ 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.

Deadline April 3, 2020