



BOMA INDUSTRIAL INCOME & EXPENSE

QUESTIONNAIRE

Data for Calendar or Fiscal Year 2017

(* = 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 March 31, 2018



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

Deadline March 31, 2018



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.

Deadline March 31, 2018