

**Income Statement  
SAMPLE**

Month to Date                      %                      Year to Date                      %

**INCOME**

**RENTAL REVENUE**

RENTAL INCOME	172,434.10	81.67	1,026,126.63	96.03
PREPAID RENTAL INCOME	-3,286.66	-1.56	-16,362.95	-1.53
SECURITY DEP APPLIED RENT	30,229.25	14.32	30,229.25	2.83
<b>TOTAL RENTAL REVENUE</b>	<b>199,376.69</b>	<b>94.43</b>	<b>1,039,992.93</b>	<b>97.33</b>

**OTHER RENTAL REVENUE:**

LATE CHARGE INCOME	0.00	0.00	983.73	0.09
NON-SUFFICIENT FUNDS CHARGE	0.00	0.00	25.00	0.00
<b>TOTAL OTHER REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>1,008.73</b>	<b>0.09</b>

**REIMBURSEMENT REVENUE**

CAM INCOME - CURRENT YEAR	4,204.57	1.99	12,137.84	1.14
CAM INCOME - PRIOR YEAR	7,490.53	3.55	14,406.97	1.35
TAXES - CURRENT YEAR	75.85	0.04	474.42	0.04
PROCESSING FEE REIMBURSEMENT	0.00	0.00	500.00	0.05
<b>TOTAL REIMBURSEMENT REVENUE</b>	<b>11,770.95</b>	<b>5.57</b>	<b>27,519.23</b>	<b>2.58</b>

<b>TOTAL INCOME</b>	<b>211,147.64</b>	<b>100.00</b>	<b>1,068,520.89</b>	<b>100.00</b>
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**EXPENSES:**

**ADMINISTRATIVE**

**PAYROLL-COST (ADMIN)**

PAYROLL - MANAGER	0.00	0.00	337.76	0.03
<b>TOTAL PAYROLL-COST (ADMIN)</b>	<b>0.00</b>	<b>0.00</b>	<b>337.76</b>	<b>0.03</b>

**OFFICE (ADMIN)**

POSTAGE & COURIER	16.98	0.01	461.31	0.04
<b>TOTAL OFFICE-ADMIN</b>	<b>16.98</b>	<b>0.01</b>	<b>461.31</b>	<b>0.04</b>

**PROFESSIONAL & MISC. FEES-ADMIN**

MANAGEMENT FEES	6,334.43	3.00	32,408.72	3.03
BANK CHARGES	0.00	0.00	74.20	0.01
PERMITS & LICENSES	0.00	0.00	72.00	0.01
OTHER	0.00	0.00	105.14	0.01
<b>TOTAL ADMIN (FEES)</b>	<b>6,334.43</b>	<b>3.00</b>	<b>32,660.06</b>	<b>3.06</b>

<b>TOTAL ADMINISTRATIVE COST</b>	<b>6,351.41</b>	<b>3.01</b>	<b>33,459.13</b>	<b>3.13</b>
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**OTHER FEES/NON ESCALATABLE**

ASSET MANAGEMENT FEES	500.00	0.24	2,500.00	0.23
ACCOUNTING & AUDIT FEES	0.00	0.00	1,740.00	0.16
CONSULTING FEES	0.00	0.00	4,275.00	0.40
LEGAL FEES	8,950.00	4.24	8,950.00	0.84
SPACE PLANNING FEES	0.00	0.00	1,843.10	0.17
<b>TOTAL OTHER FEES (NON-ESCALATABLE)</b>	<b>9,450.00</b>	<b>4.48</b>	<b>19,308.10</b>	<b>1.81</b>

**CONTRACT SERVICES**

ELEVATOR	0.00	0.00	2,986.61	0.28
FIRE ALARM MONITORING	330.91	0.16	2,772.94	0.26
FIRE PROTECTION	382.26	0.18	764.52	0.07

**Income Statement  
SAMPLE**

	Month to Date	%	Year to Date	%
<b>HVAC</b>	1,370.00	0.65	3,425.00	0.32
<b>STEAM CLEANING</b>	0.00	0.00	326.00	0.03
<b>EXTERMINATION</b>	310.00	0.15	1,705.00	0.16
<b>JANITORIAL</b>	6,583.28	3.12	40,535.46	3.79
<b>PARKING LOT SWEEPING</b>	300.00	0.14	1,800.00	0.17
<b>EXTERIOR LANDSCAPING</b>	1,940.43	0.92	11,797.58	1.10
<b>INTERIOR LANDSCAPING</b>	250.00	0.12	1,500.00	0.14
<b>RUBBISH REMOVAL</b>	952.76	0.45	5,716.56	0.53
<b>EMERGENCY LIGHTING</b>	90.00	0.04	540.00	0.05
<b>TOTAL CONTRACT SERVICES</b>	12,509.64	5.92	73,869.67	6.91
<b>REPAIRS &amp; MAINTENANCE</b>				
<b>PAYROLL - MAINTENANCE</b>	0.00	0.00	1,396.00	0.13
<b>PAYROLL - DAY PORTER</b>	2,484.00	1.18	11,121.34	1.04
<b>LOCKSMITH, LOCKS &amp; CARD KEYS</b>	210.53	0.10	803.69	0.08
<b>JANITORIAL SUPPLIES</b>	1,588.03	0.75	13,956.99	1.31
<b>PLUMBING REPAIRS</b>	591.00	0.28	7,562.04	0.71
<b>LIGHTING REPAIRS</b>	1,460.19	0.69	3,073.13	0.29
<b>HVAC REPAIR</b>	2,618.00	1.24	8,326.00	0.78
<b>CARPET CLEANING</b>	225.00	0.11	1,675.00	0.16
<b>GATE REPAIR</b>	400.00	0.19	400.00	0.04
<b>ROOF &amp; GUTTER REPAIRS</b>	325.00	0.15	2,307.66	0.22
<b>PARKING LOT &amp; GARAGE REPAIRS</b>	0.00	0.00	500.00	0.05
<b>PAINTING INTERIOR</b>	1,450.00	0.69	1,765.00	0.17
<b>SIGNAGE</b>	0.00	0.00	870.00	0.08
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	11,351.75	5.38	53,756.85	5.03
<b>UTILITIES</b>				
<b>ELECTRICITY</b>	19,006.67	9.00	111,583.67	10.44
<b>GAS</b>	2,261.51	1.07	15,472.26	1.45
<b>WATER</b>	2,181.08	1.03	6,047.15	0.57
<b>SEWER</b>	501.30	0.24	1,088.27	0.10
<b>TOTAL UTILITIES</b>	23,950.56	11.34	134,191.35	12.56
<b>TAXES &amp; INSURANCE</b>				
<b>PROPERTY TAXES</b>	14,715.69	6.97	88,294.14	8.26
<b>CORPORATE/PARTNERSHIP TAXES</b>	0.00	0.00	800.00	0.07
<b>PROPERTY LIABILITY INSURANCE</b>	2,036.29	0.96	12,217.74	1.14
<b>TOTAL TAXES &amp; INSURANCE</b>	16,751.98	7.93	101,311.88	9.48
<b>TOTAL OPERATING EXPENSES</b>	80,365.34	38.06	415,896.98	38.92
<b>NET OPERATING INCOME</b>	130,782.30	61.94	652,623.91	61.08
<b>DEBT SERVICE</b>				
<b>INTEREST EXPENSE (2)</b>	1,000.00	0.47	4,773.70	0.45
<b>INTEREST EXPENSE (4)</b>	48,213.40	22.83	289,206.15	27.07
<b>TOTAL DEBT SERVICE</b>	49,213.40	23.31	293,979.85	27.51
<b>NET CASH FLOW</b>	81,568.90	38.63	358,644.06	33.56

## Budget Comparison SAMPLE

	MTD Actual	MTD Budget	\$ Var.	% Var	YTD Actual	YTD Budget	\$ Var.	% Var	Annual
<b>INCOME</b>									
<b>RENTAL REVENUE</b>									
RENTAL INCOME	172,434.10	194,000.94	-21,566.84	-11.12	1,026,126.63	1,123,128.57	-97,001.94	-8.64	2,293,007.91
PREPAID RENTAL INCOME	-3,286.66	0.00	-3,286.66	0	-16,362.95	0.00	-16,362.95	0	0.00
SECURITY DEP APPLIED RENT	30,229.25	0.00	30,229.25	0	30,229.25	0.00	30,229.25	0	0.00
<b>TOTAL RENTAL REVENUE</b>	<b>199,376.69</b>	<b>194,000.94</b>	<b>5,375.75</b>	<b>2.77</b>	<b>1,039,992.93</b>	<b>1,123,128.57</b>	<b>-83,135.64</b>	<b>-7.40</b>	<b>2,293,007.91</b>
<b>OTHER RENTAL REVENUE:</b>									
LATE CHARGE INCOME	0.00	0.00	0.00	0	983.73	0.00	983.73	0	0.00
NON-SUFFICIENT FUNDS CHARGE	0.00	0.00	0.00	0	25.00	0.00	25.00	0	0.00
<b>TOTAL OTHER REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>1,008.73</b>	<b>0.00</b>	<b>1,008.73</b>	<b>0</b>	<b>0.00</b>
<b>REIMBURSEMENT REVENUE</b>									
CAM INCOME - CURRENT YEAR	4,204.57	11,797.67	-7,593.10	-64.36	12,137.84	69,482.10	-57,344.26	-82.53	135,604.49
CAM INCOME - PRIOR YEAR	7,490.53	0.00	7,490.53	0	14,406.97	0.00	14,406.97	0	0.00
TAXES - CURRENT YEAR	75.85	0.00	75.85	0	474.42	0.00	474.42	0	0.00
PROCESSING FEE REIMBURSEMEN	0.00	0.00	0.00	0	500.00	0.00	500.00	0	0.00
<b>TOTAL REIMBURSEMENT REVENUE</b>	<b>11,770.95</b>	<b>11,797.67</b>	<b>-26.72</b>	<b>-0.23</b>	<b>27,519.23</b>	<b>69,482.10</b>	<b>-41,962.87</b>	<b>-60.39</b>	<b>135,604.49</b>
<b>TOTAL INCOME</b>	<b>211,147.64</b>	<b>205,798.61</b>	<b>5,349.03</b>	<b>2.60</b>	<b>1,068,520.89</b>	<b>1,192,610.67</b>	<b>-124,089.78</b>	<b>-10.40</b>	<b>2,428,612.40</b>
<b>EXPENSES:</b>									
<b>ADMINISTRATIVE</b>									
<b>PAYROLL-COST (ADMIN)</b>									
PAYROLL - MANAGER	0.00	330.00	330.00	100.00	337.76	1,980.00	1,642.24	82.94	3,960.00
<b>TOTAL PAYROLL-COST (ADMIN)</b>	<b>0.00</b>	<b>330.00</b>	<b>330.00</b>	<b>100.00</b>	<b>337.76</b>	<b>1,980.00</b>	<b>1,642.24</b>	<b>82.94</b>	<b>3,960.00</b>
<b>OFFICE (ADMIN)</b>									
POSTAGE & COURIER	16.98	55.00	38.02	69.13	461.31	449.68	-11.63	-2.59	910.55
<b>TOTAL OFFICE-ADMIN</b>	<b>16.98</b>	<b>55.00</b>	<b>38.02</b>	<b>69.13</b>	<b>461.31</b>	<b>449.68</b>	<b>-11.63</b>	<b>-2.59</b>	<b>910.55</b>
<b>PROFESSIONAL &amp; MISC. FEES-ADM</b>									
MANAGEMENT FEES	6,334.43	6,173.96	-160.47	-2.60	32,408.72	35,778.32	3,369.60	9.42	72,858.41
BANK CHARGES	0.00	0.00	0.00	0	74.20	0.00	-74.20	0	105.00
PERMITS & LICENSES	0.00	0.00	0.00	0	72.00	33.60	-38.40	-114.2	33.60
OTHER	0.00	0.00	0.00	0	105.14	0.00	-105.14	0	0.00
<b>TOTAL ADMIN (FEES)</b>	<b>6,334.43</b>	<b>6,173.96</b>	<b>-160.47</b>	<b>-2.60</b>	<b>32,660.06</b>	<b>35,811.92</b>	<b>3,151.86</b>	<b>8.80</b>	<b>72,997.01</b>
<b>TOTAL ADMINISTRATIVE COST</b>	<b>6,351.41</b>	<b>6,558.96</b>	<b>207.55</b>	<b>3.16</b>	<b>33,459.13</b>	<b>38,241.60</b>	<b>4,782.47</b>	<b>12.51</b>	<b>77,867.56</b>
<b>OTHER FEES/NON ESCALATABLE</b>									
ASSET MANAGEMENT FEES	500.00	0.00	-500.00	0	2,500.00	0.00	-2,500.00	0	0.00
ACCOUNTING & AUDIT FEES	0.00	0.00	0.00	0	1,740.00	4,504.50	2,764.50	61.37	4,504.50
CONSULTING FEES	0.00	0.00	0.00	0	4,275.00	0.00	-4,275.00	0	0.00
LEGAL FEES	8,950.00	0.00	-8,950.00	0	8,950.00	0.00	-8,950.00	0	0.00
SPACE PLANNING FEES	0.00	0.00	0.00	0	1,843.10	0.00	-1,843.10	0	0.00
<b>TOTAL OTHER FEES (NON-ESCALA)</b>	<b>9,450.00</b>	<b>0.00</b>	<b>-9,450.00</b>	<b>0</b>	<b>19,308.10</b>	<b>4,504.50</b>	<b>-14,803.60</b>	<b>-328.6</b>	<b>4,504.50</b>
<b>CONTRACT SERVICES</b>									
ELEVATOR	0.00	37.85	37.85	100.00	2,986.61	3,055.66	69.05	2.26	6,114.72
FIRE ALARM MONITORING	330.91	325.00	-5.91	-1.82	2,772.94	1,950.00	-822.94	-42.20	3,900.00
FIRE PROTECTION	382.26	0.00	-382.26	0	764.52	420.00	-344.52	-82.03	840.00
FIRE SPRINKLER	0.00	0.00	0.00	0	0.00	675.41	675.41	100.00	1,221.14
HVAC	1,370.00	1,420.00	50.00	3.52	3,425.00	8,520.00	5,095.00	59.80	17,040.00
STEAM CLEANING	0.00	50.00	50.00	100.00	326.00	600.00	274.00	45.67	1,200.00
COMMON AREA MAINTENANCE	0.00	0.00	0.00	0	0.00	1,801.80	1,801.80	100.00	1,801.80
EXTERMINATION	310.00	315.50	5.50	1.74	1,705.00	2,310.50	605.50	26.21	4,200.50
JANITORIAL	6,583.28	6,754.00	170.72	2.53	40,535.46	40,524.00	-11.46	-0.03	81,048.00
PARKING LOT SWEEPING	300.00	315.00	15.00	4.76	1,800.00	1,890.00	90.00	4.76	3,465.00
WINDOW CLEANING	0.00	1,500.00	1,500.00	100.00	0.00	3,000.00	3,000.00	100.00	7,286.25
EXTERIOR LANDSCAPING	1,940.43	1,967.95	27.52	1.40	11,797.58	11,807.68	10.10	0.09	23,615.40
INTERIOR LANDSCAPING	250.00	261.25	11.25	4.31	1,500.00	1,567.50	67.50	4.31	3,135.00
RUBBISH REMOVAL	952.76	928.14	-24.62	-2.65	5,716.56	5,568.86	-147.70	-2.65	11,137.68
EMERGENCY LIGHTING	90.00	94.50	4.50	4.76	540.00	567.00	27.00	4.76	1,134.00
<b>TOTAL CONTRACT SERVICES</b>	<b>12,509.64</b>	<b>13,969.19</b>	<b>1,459.55</b>	<b>10.45</b>	<b>73,869.67</b>	<b>84,258.41</b>	<b>10,388.74</b>	<b>12.33</b>	<b>167,139.49</b>

## Budget Comparison SAMPLE

	MTD Actual	MTD Budget	\$ Var.	% Var	YTD Actual	YTD Budget	\$ Var.	% Var	Annual
<b>REPAIRS &amp; MAINTENANCE</b>									
PAYROLL - MAINTENANCE	0.00	0.00	0.00	0	1,396.00	0.00	-1,396.00	0	0.00
PAYROLL - DAY PORTER	2,484.00	2,100.00	-384.00	-18.29	11,121.34	12,600.00	1,478.66	11.74	25,200.00
LOCKSMITH, LOCKS & CARD KEY	210.53	300.00	89.47	29.82	803.69	1,800.00	996.31	55.35	3,600.00
JANITORIAL SUPPLIES	1,588.03	2,600.00	1,011.97	38.92	13,956.99	15,600.00	1,643.01	10.53	31,200.00
PLUMBING REPAIRS	591.00	1,100.00	509.00	46.27	7,562.04	6,600.00	-962.04	-14.58	13,200.00
LIGHTING REPAIRS	1,460.19	650.00	-810.19	-124.6	3,073.13	3,900.00	826.87	21.20	7,800.00
FIRE PROTECTION REPAIR	0.00	250.00	250.00	100.00	0.00	500.00	500.00	100.00	1,000.00
HVAC REPAIR	2,618.00	1,050.00	-1,568.00	-149.3	8,326.00	6,300.00	-2,026.00	-32.16	12,600.00
CARPET CLEANING	225.00	360.00	135.00	37.50	1,675.00	2,160.00	485.00	22.45	4,320.00
DOOR REPAIR	0.00	0.00	0.00	0	0.00	0.00	0.00	0	309.75
GATE REPAIR	400.00	0.00	-400.00	0	400.00	0.00	-400.00	0	0.00
ROOF & GUTTER REPAIRS	325.00	0.00	-325.00	0	2,307.66	0.00	-2,307.66	0	0.00
PARKING LOT & GARAGE REPAIRS	0.00	0.00	0.00	0	500.00	0.00	-500.00	0	0.00
PAINTING INTERIOR	1,450.00	0.00	-1,450.00	0	1,765.00	0.00	-1,765.00	0	0.00
SIGNAGE	0.00	0.00	0.00	0	870.00	260.11	-609.89	-234.4	260.11
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>11,351.75</b>	<b>8,410.00</b>	<b>-2,941.75</b>	<b>-34.98</b>	<b>53,756.85</b>	<b>49,720.11</b>	<b>-4,036.74</b>	<b>-8.12</b>	<b>99,489.86</b>
<b>UTILITIES</b>									
ELECTRICITY	19,006.67	28,000.00	8,993.33	32.12	111,583.67	137,954.41	26,370.74	19.12	329,426.39
GAS	2,261.51	1,324.98	-936.53	-70.68	15,472.26	17,972.09	2,499.83	13.91	27,433.40
WATER	2,181.08	1,552.03	-629.05	-40.53	6,047.15	7,768.93	1,721.78	22.16	17,868.94
SEWER	501.30	300.00	-201.30	-67.10	1,088.27	1,800.00	711.73	39.54	3,600.00
<b>TOTAL UTILITIES</b>	<b>23,950.56</b>	<b>31,177.01</b>	<b>7,226.45</b>	<b>23.18</b>	<b>134,191.35</b>	<b>165,495.43</b>	<b>31,304.08</b>	<b>18.92</b>	<b>378,328.73</b>
<b>TAXES &amp; INSURANCE</b>									
PROPERTY TAXES	14,715.69	15,451.73	736.04	4.76	88,294.14	92,710.36	4,416.22	4.76	185,420.76
CORPORATE/PARTNERSHIP TAXES	0.00	0.00	0.00	0	800.00	0.00	-800.00	0	0.00
PROPERTY LIABILITY INSURANCE	2,036.29	2,176.27	139.98	6.43	12,217.74	13,057.63	839.89	6.43	26,115.24
<b>TOTAL TAXES &amp; INSURANCE</b>	<b>16,751.98</b>	<b>17,628.00</b>	<b>876.02</b>	<b>4.97</b>	<b>101,311.88</b>	<b>105,767.99</b>	<b>4,456.11</b>	<b>4.21</b>	<b>211,536.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>80,365.34</b>	<b>77,743.16</b>	<b>-2,622.18</b>	<b>-3.37</b>	<b>415,896.98</b>	<b>447,988.04</b>	<b>32,091.06</b>	<b>7.16</b>	<b>938,866.14</b>
<b>NET OPERATING INCOME</b>	<b>130,782.30</b>	<b>128,055.45</b>	<b>2,726.85</b>	<b>2.13</b>	<b>652,623.91</b>	<b>744,622.63</b>	<b>-91,998.72</b>	<b>-12.36</b>	<b>1,489,746.26</b>
<b>DEBT SERVICE</b>									
INTEREST EXPENSE (2)	1,000.00	550.00	-450.00	-81.82	4,773.70	3,300.00	-1,473.70	-44.66	6,600.00
INTEREST EXPENSE (4)	48,213.40	48,263.78	50.38	0.10	289,206.15	289,582.68	376.53	0.13	579,165.36
<b>TOTAL DEBT SERVICE</b>	<b>49,213.40</b>	<b>48,813.78</b>	<b>-399.62</b>	<b>-0.82</b>	<b>293,979.85</b>	<b>292,882.68</b>	<b>-1,097.17</b>	<b>-0.37</b>	<b>585,765.36</b>
<b>NET CASH FLOW</b>	<b>81,568.90</b>	<b>79,241.67</b>	<b>2,327.23</b>	<b>2.94</b>	<b>358,644.06</b>	<b>451,739.95</b>	<b>-93,095.89</b>	<b>-20.61</b>	<b>903,980.90</b>

**Balance Sheet  
SAMPLE**

**ASSET**

**CURRENT ASSETS - CASH**  
**CASH IN BANK - OPERATING** 101,472.48  
**TOTAL CASH IN BANK** 101,472.48

**SHORT TERM ASSETS**  
**DEPOSIT UTILITIES** 49,310.00  


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**TOTAL SHORT TERM ASSETS** 49,310.00

**LONG TERM ASSETS**  
**ESCROW -INSURANCE** 12,353.22  
**ESCROW - TAXES** 57,113.49  
**ESCROW - RESERVE** 57,498.68  
**ESCROW – TI + Comm** 15,000.00  
**ORGANIZATIONAL COST** 5,000.00  
**ACCUMULATIVE AMORTIZED ORGANIZATIONAL CO** -3,080.00  
**FINANCE/LOAN COST** 221,512.96  
**ACCUM AMORT -FINANCE/LOAN CT** -49,840.00  


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**TOTAL LONG TERM ASSETS** 315,558.35

**FIXED ASSETS**  
**BUILDING** 8,950,599.35  
**ACCUMULATIVE DEP - BLDG.** -698,058.00  
**LAND** 4,299,358.45  
**BUILDING IMPROVEMENT** 193,268.75  
**ACCUM DEPR-BLDG IMPROVEMENT** -9,670.00  


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**TOTAL FIXED ASSETS** 12,735,498.55

**OTHER ASSETS**  
**TENANT IMPROVEMENTS** 645,348.51  
**ACCUMULATIVE AMORT - T/I** -68,263.00  
**CAPITAL LEASE COMMISSION** 224,963.07  
**ACCUM AMORT -CAPITAL/LEAS COMM** -98,273.00  


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**TOTAL OTHER ASSETS** 703,775.58

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**TOTAL ASSETS** 13,905,614.96

**LIABILITIES**

**CURRENT LIABILITIES**  
**TENANT SECURITY DEPOSIT** 59,057.85  


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**TOTAL CURRENT LIABILITIES** 59,057.85

**LONG TERM LIABILITIES**  
**LOAN PAYABLE** 150,000.00  
**MORTGAGE PAYABLE (FIRST)** 10,000,000.00  
**AMORTIZE DEBT SERVICE (1ST)** -330,718.65  


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**TOTAL LONG TERM LIABILITIES** 9,819,281.35

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**TOTAL LIABILITIES** 9,878,339.20

**CAPITAL**  
**CAPITAL CONTRIBUTION** 4,975,000.00  
**OWNERS WITHDRAWALS** -727,245.97  
**CURRENT YEAR EARNINGS** 358,644.06  
**RETAINED EARNINGS PRIOR YTD** -579,122.33  


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**TOTAL CAPITAL** 4,027,275.76

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**TOTAL LIABILITIES & CAPITAL** 13,905,614.96

**Trial Balance  
SAMPLE**

	Balance Forward	Debit	Credit	Ending Balance
1005-0000 CASH IN BANK - OPERATING	72,407.00	29,065.48		101,472.48
1101-0000 DEPOSIT UTILITIES	49,310.00			49,310.00
1210-0000 ESCROW -INSURANCE	12,353.22			12,353.22
1211-0000 ESCROW - TAXES	57,113.49			57,113.49
1212-0000 ESCROW - RESERVE	55,494.43	2,004.25		57,498.68
1213-0000 ESCROW – TI + Comm	10,000.00	5,000.00		15,000.00
1230-0000 ORGANIZATIONAL COST	5,000.00			5,000.00
1231-0000 ACCUMULATIVE AMORTIZED ORGA	-3,080.00			-3,080.00
1240-0000 FINANCE/LOAN COST	221,512.96			221,512.96
1241-0000 ACCUM AMORT -FINANCE/LOAN CT	-49,840.00			-49,840.00
1301-0000 BUILDING	8,950,599.35			8,950,599.35
1302-0000 ACCUMULATIVE DEP - BLDG.	-698,058.00			-698,058.00
1310-0000 LAND	4,299,358.45			4,299,358.45
1315-0000 BUILDING IMPROVEMENT	193,268.75			193,268.75
1316-0000 ACCUM DEPR-BLDG IMPROVEMEN	-9,670.00			-9,670.00
1401-0000 TENANT IMPROVEMENTS	645,348.51			645,348.51
1402-0000 ACCUMULATIVE AMORT - T/I	-68,263.00			-68,263.00
1410-0000 CAPITAL LEASE COMMISSION	224,963.07			224,963.07
1412-0000 ACCUM AMORT -CAPITAL/LEAS CO	-98,273.00			-98,273.00
2002-0000 TENANT SECURITY DEPOSIT	-89,287.10	30,229.25		-59,057.85
2101-0000 LOAN PAYABLE	-150,000.00			-150,000.00
2111-0000 MORTGAGE PAYABLE (FIRST)	-10,000,000.00			-10,000,000.00
2121-0000 AMORTIZE DEBT SERVICE (1ST)	320,511.23	10,207.42		330,718.65
3006-0000 CAPITAL CONTRIBUTION	-4,975,000.00			-4,975,000.00
3015-0000 OWNERS WITHDRAWALS	722,183.47	5,062.50		727,245.97
3070-0000 RETAINED EARNINGS PRIOR YTD	579,122.33			579,122.33
4007-0000 RENTAL INCOME	-853,692.53		172,434.10	-1,026,126.63
4015-0000 PREPAID RENTAL INCOME	13,076.29	3,286.66		16,362.95
4040-0000 SECURITY DEP APPLIED RENT	0.00		30,229.25	-30,229.25
4102-0000 LATE CHARGE INCOME	-983.73			-983.73
4103-0000 NON-SUFFICIENT FUNDS CHARGE	-25.00			-25.00
4201-0000 CAM INCOME - CURRENT YEAR	-7,933.27		4,204.57	-12,137.84
4202-0000 CAM INCOME - PRIOR YEAR	-6,916.44		7,490.53	-14,406.97
4210-0000 TAXES - CURRENT YEAR	-398.57		75.85	-474.42
4241-0000 PROCESSING FEE REIMBURSEME	-500.00			-500.00
5007-0000 PAYROLL - MANAGER	337.76			337.76
5141-0000 POSTAGE & COURIER	444.33	16.98		461.31
5201-0000 MANAGEMENT FEES	26,074.29	6,334.43		32,408.72
5210-0000 BANK CHARGES	74.20			74.20
5215-0000 PERMITS & LICENSES	72.00			72.00
5225-0000 OTHER	105.14			105.14
5302-0000 ASSET MANAGEMENT FEES	2,000.00	500.00		2,500.00
5310-0000 ACCOUNTING & AUDIT FEES	1,740.00			1,740.00
5311-0000 CONSULTING FEES	4,275.00			4,275.00
5312-0000 LEGAL FEES	0.00	8,950.00		8,950.00
5331-0000 SPACE PLANNING FEES	1,843.10			1,843.10
5410-0000 ELEVATOR	2,986.61			2,986.61
5415-0000 FIRE ALARM MONITORING	2,442.03	330.91		2,772.94
5416-0000 FIRE PROTECTION	382.26	382.26		764.52
5420-0000 HVAC	2,055.00	1,370.00		3,425.00
5430-0000 STEAM CLEANING	326.00			326.00
5440-0000 EXTERMINATION	1,395.00	310.00		1,705.00
5445-0000 JANITORIAL	33,952.18	6,583.28		40,535.46
5450-0000 PARKING LOT SWEEPING	1,500.00	300.00		1,800.00
5460-0000 EXTERIOR LANDSCAPING	9,857.15	1,940.43		11,797.58
5461-0000 INTERIOR LANDSCAPING	1,250.00	250.00		1,500.00

**Trial Balance  
SAMPLE**

	Balance Forward	Debit	Credit	Ending Balance
5465-0000 RUBBISH REMOVAL	4,763.80	952.76		5,716.56
5470-0000 EMERGENCY LIGHTING	450.00	90.00		540.00
5501-0000 PAYROLL - MAINTENANCE	1,396.00			1,396.00
5503-0000 PAYROLL - DAY PORTER	8,637.34	2,484.00		11,121.34
5517-0000 LOCKSMITH, LOCKS & CARD KEYS	593.16	210.53		803.69
5521-0000 JANITORIAL SUPPLIES	12,368.96	1,588.03		13,956.99
5536-0000 PLUMBING REPAIRS	6,971.04	591.00		7,562.04
5539-0000 LIGHTING REPAIRS	1,612.94	1,460.19		3,073.13
5551-0000 HVAC REPAIR	5,708.00	2,618.00		8,326.00
5557-0000 CARPET CLEANING	1,450.00	225.00		1,675.00
5567-0000 GATE REPAIR	0.00	400.00		400.00
5570-0000 ROOF & GUTTER REPAIRS	1,982.66	325.00		2,307.66
5573-0000 PARKING LOT & GARAGE REPAIRS	500.00			500.00
5581-0000 PAINTING INTERIOR	315.00	1,450.00		1,765.00
5587-0000 SIGNAGE	870.00			870.00
5701-0000 ELECTRICITY	92,577.00	19,006.67		111,583.67
5710-0000 GAS	13,210.75	2,261.51		15,472.26
5720-0000 WATER	3,866.07	2,181.08		6,047.15
5730-0000 SEWER	586.97	501.30		1,088.27
5801-0000 PROPERTY TAXES	73,578.45	14,715.69		88,294.14
5805-0000 CORPORATE/PARTNERSHIP TAXES	800.00			800.00
5830-0000 PROPERTY LIABILITY INSURANCE	10,181.45	2,036.29		12,217.74
7002-0000 INTEREST EXPENSE (2)	3,773.70	1,000.00		4,773.70
7004-0000 INTEREST EXPENSE (4)	240,992.75	48,213.40		289,206.15
	0.00	214,434.30	214,434.30	0.00

## Receivable Summary by Account SAMPLE

Account Code	Tenant	Name	Prior Balance	Current Charges	Receipt Amount	Balance
101	t0001638	Ronald White	0.00	4,394.50	4,394.50	0.00
102	t0001639	Bank Of America	0.00	51,331.33	51,331.33	0.00
204	t0001640	H & R Block	0.00	5,425.50	5,425.50	0.00
207	t0006689	Peterson International Un	0.00	4,748.79	4,748.79	0.00
215	t0001642	Peterson International Un	0.00	7,130.07	7,130.07	0.00
216	t0006690	Colliers Seeley Internatio	0.00	5,262.00	5,262.00	0.00
303	t0008089	Vista Valencia Group	0.00	8,746.70	8,746.70	0.00
304	t0008088	Thompson & King	-0.02	3,266.44	3,266.42	0.00
305	t0010083	Dana Schutz	0.00	1,693.28	1,693.28	0.00
309	t0010602	Robert J.Blessing and RJ	7,124.00	2,290.00	0.00	9,414.00
311	t0001648	Residential Property Len	0.00	3,418.52	3,418.52	0.00
315	t0001649	The Estate Mgmt.Group	0.00	4,713.82	4,713.82	0.00
404	t0001650	James P. Reape, ESQ	0.00	7,161.90	7,161.90	0.00
410	t0003499	COMBINED WITH #411	0.00	0.00	0.00	0.00
411	t0001652	William R. Lively & Asso	0.00	14,778.74	14,778.74	0.00
DHL	t0008095	DHL Express (USA)	-208.26	41.67	0.00	-166.59
			6,915.72	124,403.26	122,071.57	9,247.41
Non-Tenant Receipts					189.11	
					122,260.68	9,058.30

## Rent Roll SAMPLE

Property	Unit	Code	Name	Sq.Ft.	Rent Potential	Rent Actual	Rent/sq	Deposit	Lease From	Leased To
b57	101	t0001638	Ronald White	1,282	2,616.50	2,830.00	2.21	3,000.00	11/01/95	04/30/08
b57	102	t0001639	Bank Of America	17,092	34,882.20	35,815.33	2.10	0.00	02/01/91	01/31/11
b57	204	t0001640	H & R Block	1,950	3,666.00	3,763.50	1.93	0.00	02/01/03	01/31/08
b57	207	t0006689	Peterson International Unde	1,557	3,114.00	3,335.79	2.14	0.00	09/15/05	09/14/10
b57	215	t0001642	Peterson International Unde	2,546	4,633.72	4,819.07	1.89	3,000.00	02/06/93	08/31/10
b57	216	t0006690	Colliers Seeley International	1,810	3,439.00	3,620.00	2.00	3,035.90	07/15/05	07/15/10
b57	303	t0008089	Vista Valencia Group	2,927	5,854.00	6,088.16	2.08	5,854.00	02/01/06	01/31/11
b57	304	t0008088	Thompson & King	1,093	2,186.00	2,273.44	2.08	3,414.15	02/14/06	01/31/09
b57	305	t0010083	Dana Schutz	566	1,132.00	1,177.28	2.08	1,224.37	12/01/06	11/30/09
b57	309	t0010602	Robert J.Blessing and RJ Bl	767	1,534.00	1,595.00	2.08	2,290.00	05/01/07	05/31/09
		t0006684	Residential Property Lender	767		1,595.36	2.08	0.00	08/01/05	07/31/08
b57	311	t0001648	Residential Property Lender	1,144	2,288.00	2,379.52	2.08	3,000.00	02/01/01	07/31/08
b57	315	t0001649	The Estate Mgmt.Group	1,377	2,616.30	3,036.29	2.21	3,373.65	08/27/03	08/31/09
b57	404	t0001650	James P. Reape, ESQ	2,551	4,591.80	4,846.90	1.90	4,436.00	05/14/93	09/30/08
b57	410	t0003499	COMBINED WITH #411	0	0.00	0.00		0.00	01/06/93	
b57	411	t0001652	William R. Lively & Associat	5,361	9,670.96	9,912.74	1.85	5,000.00	01/06/93	01/31/10
b57	DHL	t0008095	DHL Express (USA)	6	41.67	41.67	6.95	0.00	02/01/06	01/31/11
	16		Total	42,796	82,266.15	87,130.05	2.04	37,628.07		
	16		Total Occupied	42,796	82,266.15	87,130.05	2.04			
	100.00		% Occupied	100.00	100.00	105.91				
	0		Total Vacant	0	0.00					
	0.00		% Vacant	0.00	0.00					