

Annual Expenses for All Property Uses

Parcel ID:	Location:		Expenses for Calendar Year:	
	Landlord Amount	Tenant Amount	Landlord Amount	Tenant Amount
Management & Administrative				
Management Wages or Fee	\$	\$	\$	\$
Legal & Accounting	\$	\$	\$	\$
Security Wages	\$	\$	\$	\$
Payroll	\$	\$	\$	\$
Group Insurance	\$	\$	\$	\$
Telephone	\$	\$	\$	\$
Advertising	\$	\$	\$	\$
Commissions	\$	\$	\$	\$
Other	\$	\$	\$	\$
Total	\$	\$	\$	\$
Repairs & Alterations			Capital Improvements	
Exterior	\$	\$	Description	
Interior	\$	\$		\$
Mechanical	\$	\$		\$
Electrical	\$	\$		\$
Plumbing	\$	\$		\$
Total	\$	\$	Total	\$
Utilities			Other Expenses	
Electricity	\$	\$	Real Estate Taxes	\$
Gas	\$	\$	Reserve for Replacement	\$
Oil	\$	\$	Apartments for Employees	\$
Water	\$	\$	Insurance (1 yr. Premium)	\$
Sewer	\$	\$		\$
Total	\$	\$	Total	\$
Comments:				

Property Location:	Mixed Use Property	Calendar Year:
Parcel ID:	Rental Income Statement	

Commercial Lease Information: Please provide information on current leases as of January 1st.

Floor Level	Tenant Name	Type of Space	Leased Area (Sq. ft.)	Rent per SF on Jan. 1st	Lease Terms			
					Annual Rent	Start Date (Mo/Yr)	Term in years	Basis Gross, Net, NNN
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			

Residential Rental Information: Please provide the following rental information.

The effective reporting date is January 1st.				Rent Incentives		Lease Terms			
Unit Type	Total # of Units	Rent per Month	Annual Rent	Free Rent	Free # of Months	Lease Start Date (Mo/Yr)	Heat (Y/N)	Elect (Y/N)	Lease or TAW
Studio		\$		\$					
		\$		\$					
One Bedroom		\$		\$					
		\$		\$					
Two Bedroom		\$		\$					
		\$		\$					
Three Bedroom		\$		\$					
		\$		\$					
Four Bedroom		\$		\$					
		\$		\$					
Weekly		\$		\$					
		\$		\$					

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Submitted by: _____ Title: _____ Phone: _____

Signature: _____ Date: _____