

**Gross Annual Property Expenses for** \_\_\_\_\_  
(year)

Tax Key # \_\_\_\_\_  
(For tax key – see cover letter)

*Confidential*

Property Address \_\_\_\_\_  
\_\_\_\_\_

**Utilities**

Heat ..... \$ \_\_\_\_\_  
 Water/Sewer ..... \$ \_\_\_\_\_  
 Gas ..... \$ \_\_\_\_\_  
 Electric ..... \$ \_\_\_\_\_  
 Other ..... \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Administrative Expenses**

Office ..... \$ \_\_\_\_\_  
 Wages/Salary ..... \$ \_\_\_\_\_  
 Leasing Costs ..... \$ \_\_\_\_\_  
 Legal ..... \$ \_\_\_\_\_  
 Advertising ..... \$ \_\_\_\_\_  
 Accounting ..... \$ \_\_\_\_\_  
 Misc. .... \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Operating Expenses**

Repairs ..... \$ \_\_\_\_\_  
 Security ..... \$ \_\_\_\_\_  
 Supplies ..... \$ \_\_\_\_\_  
 Annual Insurance ..... \$ \_\_\_\_\_  
 (fire/liability only)  
 Elevator ..... \$ \_\_\_\_\_  
 Grounds ..... \$ \_\_\_\_\_  
 Janitorial ..... \$ \_\_\_\_\_  
 Trash Collection ..... \$ \_\_\_\_\_  
 Pest Control ..... \$ \_\_\_\_\_  
 Common Area Maintenance .. \$ \_\_\_\_\_  
 (not reimbursed by tenant)  
 Misc ..... \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Management** ..... \$ \_\_\_\_\_

**Real Estate Taxes** ..... \$ \_\_\_\_\_  
(not reimbursed by tenant)

**Reserves for Replacement** ..... \$ \_\_\_\_\_  
(examples: roof, paving, mechanicals, floor coverings)

**Total Expenses** ..... \$ \_\_\_\_\_

**Instructions –**

- Please report the operating expenses for the last complete year (12 month period). Enter the annual expenses for the items listed.
- Report all expenses you incurred on your building to the most appropriate category listed on this form.
- Round to the nearest dollar amount.
- **Do not include depreciation allowances or mortgage payments as an expense.**
- **Adjust expenses that do not occur annually to an annual basis.**  
(For example: Leasing Costs and Fire and Liability insurance with one payment covering multiple years).

Year which expenses represent \_\_\_\_\_ to \_\_\_\_\_  
(month) (year) (month) (year)

\_\_\_\_\_  
Signature (and title) Date Telephone number

Return Address: \_\_\_\_\_

Tax Key # \_\_\_\_\_  
 (For tax key – see cover letter)

Property Address \_\_\_\_\_

*Confidential*

**Current Rent Roll of COMMERCIAL Tenants**

Tenant		Floor #	Square Feet Occupied	Leased From Mo/Yr to Mo/Yr	Cost of Leasehold Improvements provided by:		Current MONTHLY Rent	Rent Includes Y = Yes N = No		Number of Months Unit Vacant (last 36 months)	ANNUAL Miscellaneous Income	ANNUAL Income From Percentage Rents	ANNUAL Income From Common Area Maintenance	Additional Real Estate Taxes Paid by Tenant (annual amount)
Name	Unit #				Lessor	Lessee		Heat	Electric					

**Current Rent Roll of APARTMENT Tenants**

Please list all the rentable areas of your building, occupied and vacant (including owner occupied space).

**Other Income Items**

Unit # or Address	Floor #	Description of Apartment			Indicate Mo/Yr Tenant Originally Moved IN	MONTHLY Rent	Rent Includes Y = Yes N = No		Number of Months Unit Vacant (last 36 months)
		# Bedrooms	# Baths	Other Features			Heat	Electric	

Items	Annual Income
Billboard	
Garage	
Other	
Laundry	
Storage	

Date which rent roll represents \_\_\_\_\_  
 (month) (year) Signature (and title) Date Telephone number

Return Address: \_\_\_\_\_

