

<i>Property Location:</i>	<i>COMMERCIAL & INDUSTRIAL PROPERTY</i>	<i>City of Marlborough - Fiscal Year 2025</i>
<i>Parcel ID #:</i>	<i>Lease/Rental Terms (For Calendar Year 2023)</i>	<i>Assessment as of January 1, 2024</i>

PLEASE COMPLETE GRID OR ATTACH RENT ROLL WITH SAME INFORMATION:

Tenant Name	Use (Retail, Office, Etc.)	Floor Level	Unit Leased Area (Sq. Ft.)	Gross, Net or NNN Lease	Lease Start Date (Month/Yr.)	Lease End Date (Month/Yr.)	Renewal Options	Overage or Percentage	Escalation Clause	Monthly Rent \$	Annual Rent \$

OTHER INCOME: Cell Antennas/Towers, Billboards, Vending, Parking, Etc.

Source	Monthly Amount \$	Annual Collected \$	Comments:	Percent Owner Occupied ____%	Owner Occupied Area _____ Sq. Ft.
	\$	\$			
	\$	\$			
	\$	\$			

Calendar Year Income Summary

Total Potential Gross Income	Total Concessions (-)	Total Vacancies (-)	Total Collection (-)	Total Parking Income (+)	Total Other Income (+)	Total Rent Collected
\$	(\$)	(\$)	(\$)	\$	\$	\$

Annual Expenses

Parcel ID #:		(Expenses for Calendar Year: 2023)			
City of Marlborough	Landlord Amount	Tenant Amount		Landlord Amount	Tenant Amount
Management & Administrative			Maintenance & Cleaning		
Management Wages or Fee	\$	\$	Wages	\$	\$
Legal & Accounting	\$	\$	Supplies	\$	\$
Security Wages	\$	\$	Maint. Service Contract Fee	\$	\$
Payroll	\$	\$	Grounds Keeping	\$	\$
Group Insurance	\$	\$	Rubbish Removal	\$	\$
Telephone	\$	\$	Snow Removal	\$	\$
Advertising	\$	\$	Exterminator	\$	\$
Commissions	\$	\$	Other	\$	\$
Other	\$	\$		\$	\$
Total	\$	\$	Total	\$	\$
Repairs & Alterations (Maint.)			Capital Improvements		
Exterior	\$	\$	Description:		
Interior	\$	\$		\$	\$
Mechanical	\$	\$		\$	\$
Electrical	\$	\$		\$	\$
Plumbing	\$	\$	Total	\$	\$
Total	\$	\$	Tenant Build-Out	\$	\$
Utilities			Other Expenses		
Electricity	\$	\$	Real Estate Taxes	\$	\$
Gas	\$	\$	Reserve for Replacement	\$	\$
Oil	\$	\$	Apartments for Employees	\$	\$
Water	\$	\$	Property Insurance (1 yr. Prem.)	\$	\$
Sewer	\$	\$		\$	\$
Total	\$	\$	Total	\$	\$
Comments:					

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

Signature: _____ **Print Name:** _____ **Date:** _____ **Phone:** _____