



## Expense Summary

Building Expenses	Who Pays? (L)andlord/(T)enant	Annual Expenses Calendar Year 2020
Accounting		
Administrative		
Dues and Fees		
Electricity		
Heat		
Insurance		
Janitorial		
Landscaping/Grounds		
Legal		
Management		
Marketing		
Other:		
Other:		
Other:		
Pest Control		
Repairs (major)		
Repairs (normal)		
Rubbish Removal		
Security		
Sewer		
Snow Removal		
Supplies		
Water		
<b>TOTAL EXPENSES</b>		<b>\$ -</b>

### Other Costs (Optional to Report)

Depreciation	
Government Regulatory Compliance Costs	
Mortgage Payments	
Other:	
Other:	
Other:	
Owner Income Drawn from Proceeds	
Property Taxes	
<b>TOTAL OTHER COSTS</b>	<b>\$ -</b>

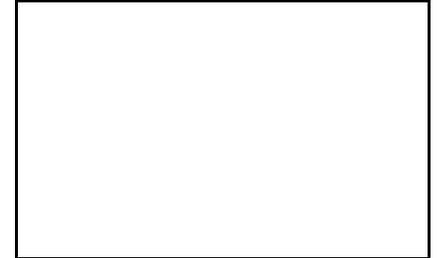
Property ID & Address: \_\_\_\_\_

### Property Information

#### Site Attributes

Land Area (acres)	
Estimated area in wetlands (acres)	#
Approximate street frontage	
Site topography	
Number of off-street parking spaces	

#### Photo



#### Building Details

Type of Construction	
Average Ceiling Height	
Year Built	
Year of Last Renovation	
Heating System	

#### Building Areas and Usage

Use Description		sf
<b>TOTAL BLDG SF</b>		sf

Comments

Last Reported Date: \_\_\_\_\_

Preparer Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_