

Expense Summary

	Who Pays? (L)andlord/(T)enant	Annual Expenses Calendar Year 2023
Building Expenses		
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		
TOTAL EXPENSES		\$ -

Other Costs (Optional to Report)

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

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
Use Description		sf
Use Description		sf
Use Description		sf
Use Description		sf
Use Description		sf
Use Description		sf
Use Description		sf
Use Description		sf
TOTAL BLDG SF		

Comments

Last Reported Date: _____

Preparer Name _____

Contact Phone Number _____

Email Address _____

Date _____