

## Annual Expenses for Mixed Use Properties

<b>Parcel ID:</b>	<b>Location:</b>		<b>Expenses for Calendar Year: 20__ (Last Year)</b>
<b>USE CODE:</b>	Landlord Amount	Tenant Amount	<b>Expense Description: Expense Descriptions-All Expenses <u>Must</u> Relate to the Real Estate and <u>NOT</u> the Business</b>
<b><u>Management &amp; Administrative</u></b>			<b>These expenses are <u>not</u> typically valid for Owner-Occupied properties</b>
Management	\$	\$	Costs for property management overall, owner or professional service
Administrative/Salaries	\$	\$	Costs for staffing of secretary and/or leasing agent
Marketing/Promotion	\$	\$	Costs for advertising, phones, fliers to gain tenants
Legal Services	\$	\$	Costs for legal advice, contract writing, etc.
<b><u>Maintenance &amp; Cleaning</u></b>			<b>Costs to keep the property presentable, accessible &amp; clean</b>
Contracted Grounds keeping	\$	\$	Service for mowing, plant trimming, fertilizing, mulching, raking, etc.
Contracted Snow Removal	\$	\$	Service for clearing driveways, sidewalks & parking after snowfalls
Contracted Trash Removal	\$	\$	Service for trash pick-up
Contracted Janitorial/Specialty	\$	\$	Service for cleaning windows, pools, laundry rooms, exterminator
Property Supplies	\$	\$	Cleaning supplies, hand tools, things used to support the property
<b><u>Repairs &amp; Refurbishment</u></b>			<b>Expenses incurred yearly for basic property maintenance-not major repairs</b>
Exterior/Interior	\$	\$	Typical painting, trim, glass & screen repair, drawers/door repair
Electrical, Plumbing, Mechanical	\$	\$	Fixture replacements, plumbing leaks, air cond. repair, heater repair
Common Area	\$	\$	Fences/gates, sidewalk repair, signs
<b><u>Utilities</u></b>			<b>To heat/cool area, lights, etc. Don't include usage for manufacturing, etc.</b>
Electricity	\$	\$	If tenant pays, leave amount blank unless annual expense is known
Gas/Oil	\$	\$	If tenant pays, leave amount blank unless annual expense is known
Water/Sewer	\$	\$	If tenant pays, leave amount blank unless annual expense is known
<b><u>Other Expenses</u></b>			<b>To cover disaster losses or make major (long-term) upgrades to buildings</b>
Property Insur. (1 yr, real estate only)	\$	\$	Cost for annual property insurance premium only (no cars, boats, inventory, etc.)
Reserves for Replacements	\$	\$	Budgeted annually for future costs like new roof, appliances, flooring
Other (describe):	\$	\$	
Other (describe):	\$	\$	
Total	\$	\$	Note: Debt service (mortgage), real estate taxes and depreciation are NOT allowable expenses since they vary significantly between properties & investors.
Comments:			

## Annual Income for Mixed Use Properties

<b>MIXED USE PROPERTY RENTAL INCOME STATEMENT</b>	<b>Property Location:</b>	<b>Calendar Year 20__ (Last Year)</b>
	<b>Parcel ID: USE CODE:</b>	

More forms are available on the Assessor's Webpage at the Town of Barnstable website.

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

Annual/Mo. Rent Entry is as 100% occupied				Lease Terms					
<u>Tenant Name</u> (*If 100% owner-occupied, please write business name(s) below & fill in the next 3 columns only)	<u>Use of Space:</u> (Retail, Office, Mfg, etc.)	<u>Floor Level:</u> (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , Bsmt, all space)	<u>Net Leasable Unit Area</u> (Sq. Ft.)	<u>Lease Type:</u> Gross, Net, NN, NNN	<u>Lease Start Date</u> (Mo/Day/Yr)	<u>Lease End Date</u> (Mo/Day/Yr)	<u># of Months Vacant Last Year</u>	<u>Monthly Rent</u>	<u>Total Annual Rent</u> (12 mo.)
								\$	\$
								\$	\$
								\$	\$
								\$	\$
								\$	\$
								\$	\$
								\$	\$
								\$	\$
								\$	\$

**Residential Rental Information:** Please provide the following rental information.

Annual/Mo. Rent Entry is as if 100% occupied				Lease Terms					
<u>Unit Type</u>	<u>Total # of Units</u>	<u>Heat Included?</u> (Y/N)	<u>Electricity Included?</u> (Y/N)	<u>Furnished or Unfurn.?</u> (F or U)	<u>Lease Start Date</u> (Mo/Day/Yr)	<u>Lease End Date</u> (Mo/Day/Yr)	<u># of Months Vacant Last Year</u>	<u>Monthly Rent</u>	<u>Total Annual Rent</u> (12 mo.)
Studio								\$	\$
1 Bedroom								\$	\$
2 Bedroom								\$	\$
3 Bedroom								\$	\$
Cottage								\$	\$
Room Weekly								\$	\$

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct (all lines below MUST be completed) and that this information has been submitted to the Assessors Office within the 60 day deadline:

Submitted by (Print Name): \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_