

Annual Expenses for All Property Uses

| Parcel ID: | | Location: | | Expenses for Calendar Year: | |
|--|-----------------|---------------|-----------------------------------|-----------------------------|---------------|
| | 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 | | | Capital Improvements | | |
| Exterior | \$ | \$ | Description | | |
| Interior | \$ | \$ | | \$ | \$ |
| Mechanical | \$ | \$ | | \$ | \$ |
| Electrical | \$ | \$ | | \$ | \$ |
| Plumbing | \$ | \$ | | \$ | \$ |
| Total | \$ | \$ | Total | \$ | \$ |
| Utilities | | | Other Expenses | | |
| Electricity | \$ | \$ | Real Estate Taxes | \$ | \$ |
| Gas | \$ | \$ | Reserve for Replacement | \$ | \$ |
| Oil | \$ | \$ | Apartments for Employees | \$ | \$ |
| Water | \$ | \$ | Insurance (1 yr. Premium) | \$ | \$ |
| Sewer | \$ | \$ | | \$ | \$ |
| Total | \$ | \$ | Total | \$ | \$ |
| Comments: | | | | | |