

PLEASE do not list any expense twice!

ANNUAL OPERATING EXPENSES				
MANAGEMENT	FEE	\$		
	COMMISSIONS	\$		
	LEGAL AND ACCOUNTING	\$		
GENERAL	WAGES AND PAYROLL EXPENSES	\$		
	GROUP INSURANCE	\$		
	BUILDING SUPPLIES	\$		
	GARBAGE COLLECTION	\$		
	ADVERTISING	\$		
	MISCELLANEOUS (DO NOT PUT VACANCY LOSS HERE)	\$		
	CLEANING	SUPPLIES	\$	
CONTRACT SERVICE		\$		
UTILITIES <i>(Not charged to tenant)</i>	ELECTRIC	\$		
	GAS	\$		
	WATER/SEWER	\$		
	TELEPHONE	\$		
ELEVATORS	REPAIRS	\$		
	CONTRACT SERVICE	\$		
MAINTENANCE / REPAIRS	DECORATING	\$		
	MAINTENANCE EXPENSES	\$		
FIXED EXPENSE	REAL ESTATE INSURANCE (ANNUAL)	\$		
	REAL ESTATE TAXES	\$		
	OTHER EXPENSES (Homeowner's Association Fees, etc.)	DEFINE EXPENSE	\$	
	DEPRECIATION	\$		
	INTEREST ON MORTGAGE	\$		
	LAND RENT (if leased land)	\$		
	TOTAL	\$		

Please attach any additional information that you feel may be related to this data. **If you have this information in another format or spreadsheet, you may submit it in that form.**

Signature of Owner or Agent

Telephone Number

Date