

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