

FISCAL 2021 REVALUATION  
 CITY OF CAMBRIDGE - INCOME AND EXPENSE REQUEST  
 APARTMENTS

Map/Lot & Class Code:  
 Property Location:  
 Living Area:

<b>SECTION 1 OPERATING EXPENSES - ANNUAL YEAR 2019 (1/1/19-12/31/19)</b>	
FOR TOTAL PROPERTY	
<b><u>TO BE COMPLETED WHETHER OWNER-OCCUPIED, VACANT OR RENTED</u></b>	
Heating Cost <u>Circle Type</u> : Oil, Gas, Electric	\$ _____
Does Heat Cost include cooling cost? (Circle one)	Yes      No
Electrical Cost (Excluding Heat)	_____
Water/Sewer Costs	_____
Security	_____
Repairs & Maintenance	_____
Insurance	_____
Janitorial/Trash/Snow Removal	_____
Leasing Costs	_____
Account & Legal	_____
Management/Administrative	_____
Reserves for Replacement	_____
Painting/Redecorating	_____
Other Expenses (attach explanation)	_____
Parking Expenses	<u>(See Section 3)</u>
TOTAL OPERATING EXPENSES FOR REAL ESTATE (PLEASE INCLUDE TENANT REIMBURSEMENTS.)	\$ =====

<b>SECTION 2 INCOME COLLECTED FROM ALL SOURCES</b>	
ANNUAL YEAR 2019 (1/1/19 - 12/31/19)	
Apartment Rents Collected	\$ -----
Parking Income	_____
Laundry Income	_____
Government Subsidy Income	_____
Common Area Reimbursements	_____
Fuel Clause Reimbursements	_____
Other Income	_____
TOTAL INCOME COLLECTED IN 2019:	\$ -----

**SECTION 3** PARKING FACILITIES - INCOME & EXPENSE REQUEST

Total Number of Spaces: \_\_\_\_\_

	<u>Number</u>	<u>Rate</u>
Spaces Leased Monthly	_____	\$ _____
Spaces Leased Weekly	_____	\$ _____
Spaces Leased Daily	_____	\$ _____

Number of Business Days opened in 2019: \_\_\_\_\_

Annual Gross Income Collected \$ \_\_\_\_\_  
 =====

Operating Expenses

Utility Expense	_____
Repairs/Maintenance	_____
Management Expense	_____
Insurance	_____
Other _____	_____

Total Operating Expenses \$ \_\_\_\_\_  
 =====

**SECTION 4** FINANCING INFORMATION

If property has been financed in the past two (2) years, please complete the following information:

	1st Mortgage	2nd Mortgage
Amount of Mortgage	_____	_____
Type of Mortgage	_____	_____
Date Mortgage Begins	_____	_____
Term of Mortgage (# of years)	_____	_____
Interest Rate	_____	_____

**SECTION 5** CONSTRUCTION/RENOVATION INFORMATION

List all major capital improvements to the property with an approximate cost of construction and date of work in the past three (3) years:

Dates of Construction	Work Performed	Cost	Who Paid for work <u>Owner</u> or <u>Tenant</u>