

FISCAL **2022** REVALUATION
 CITY OF CAMBRIDGE - INCOME AND EXPENSE REQUEST
 COMMERCIAL/INDUSTRIAL REAL ESTATE

Map/Lot & Class Code:

Property Location:

SECTION 1 OPERATING EXPENSES - ANNUAL YEAR 2020 (1/1/20-12/31/20)	
FOR TOTAL PROPERTY	
<u>TO BE COMPLETED WHETHER OWNER-OCCUPIED, VACANT OR RENTED</u>	
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 Usage Costs	_____
Security	_____
Repairs & Maintenance	_____
Insurance	_____
Janitorial/Trash/Snow Removal	_____
Leasing Costs	_____
Account & Legal	_____
Management/Administrative	_____
Reserves for Replacement	_____
Tenant Fit Out	_____
Other Expenses (attach explanation)	_____
Parking Expenses	(See Section 3)
TOTAL OPERATING EXPENSES FOR REAL ESTATE (PLEASE INCLUDE TENANT REIMBURSEMENTS.)	\$ =====

SECTION 2 INCOME COLLECTED FROM ALL SOURCES	
ANNUAL YEAR 2020 (1/1/20 - 12/31/20)	
Base Rents Collected	\$ _____
Tax Clause Reimbursements	_____
Electrical Clause Reimbursements	_____
Overage Rent Receipts	_____
Common Area Reimbursements	_____
Fuel Clause Reimbursements	_____
_____ Receipts	_____
_____ Receipts	_____
Parking Income	(See Section 3)
TOTAL INCOME COLLECTED IN 2020 :	\$ =====

SECTION 3: PARKING FACILITIES - INCOME & EXPENSE REQUEST

Total Number of Spaces: _____

	Number	Rate
Spaces Leased Monthly	_____	\$ _____
Spaces Leased Weekly	_____	\$ _____
Spaces Leased Daily	_____	\$ _____
Number of Business Days opened in 2020 :	_____	
<u>Annual Gross Income Collected</u>	\$	=====
Operating Expenses		
Utility Expense	_____	
Repairs/Maintenance	_____	
Management Expense	_____	
Insurance	_____	
Other _____	_____	
<u>Total Operating Expenses</u>	\$	=====

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>

