

FISCAL 2020 REVALUATION
 CITY OF CAMBRIDGE - INCOME AND EXPENSE REQUEST
 APARTMENTS

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

SECTION 1 OPERATING EXPENSES - ANNUAL YEAR 2018 (1/1/18-12/31/18)	
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 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.)	\$ =====

SECTION 2 INCOME COLLECTED FROM ALL SOURCES	
ANNUAL YEAR 2018 (1/1/18 - 12/31/18)	
Apartment Rents Collected	\$ _____
Parking Income	_____
Laundry Income	_____
Government Subsidy Income	_____
Common Area Reimbursements	_____
Fuel Clause Reimbursements	_____
Other Income _____	_____
TOTAL INCOME COLLECTED IN 2018:	\$ _____

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 2018 :	_____	
<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:
