

FISCAL 2020 REVALUATION  
CITY OF CAMBRIDGE - INCOME AND EXPENSE REQUEST  
COMMERCIAL/INDUSTRIAL REAL ESTATE

Map/Lot & Class Code:

Property Location:

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

<b>SECTION 2 INCOME COLLECTED FROM ALL SOURCES</b>	
ANNUAL YEAR 2018 (1/1/18 - 12/31/18)	
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 2018:	\$ =====

<b>SECTION 3: PARKING FACILITIES - INCOME &amp; EXPENSE REQUEST</b>		
Total Number of Spaces:	_____	
	Number	Rate
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:

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