

Annual Expenses for All Property Uses

| Block & Lot: | Location: | | Expenses for Calendar Year: 2018 | | |
|--|--------------------|------------------|-----------------------------------|--------------------|------------------|
| Town of Brookline | Landlord Amount \$ | Tenant Amount \$ | | Landlord Amount \$ | Tenant Amount \$ |
| <u>Management & Administrative</u> | | | <u>Maintenance & Cleaning</u> | | |
| Management Wages or Fee | | | Wages | | |
| Legal & Accounting | | | Supplies | | |
| Security Wages | | | Maint. Service Contract Fee | | |
| Payroll | | | Grounds Keeping | | |
| Group Insurance | | | Rubbish Removal | | |
| Telephone | | | Snow Removal | | |
| Advertising | | | Exterminator | | |
| Commissions | | | Other: | | |
| Other | | | Other: | | |
| Total | | | Total | | |
| <u>Repairs & Alterations</u> | | | <u>Capital Improvements</u> | | |
| Exterior | | | Description | | |
| Interior | | | | | |
| Mechanical | | | Total | | |
| Electrical | | | <u>Tenant Improvements</u> | | |
| Plumbing | | | Description | | |
| Total | | | Total | | |
| <u>Utilities & Condo Fees</u> | | | <u>Other Expenses</u> | | |
| Electricity | | | Real Estate Taxes | | |
| Gas/Oil | | | Reserve for Replacement | | |
| Water & Sewer | | | Apartments for Employees | | |
| Condominium CAM Charges | | | Insurance (1 yr. Premium) | | |
| Other | | | Other: | | |
| Total | \$ | \$ | Total | \$ | \$ |
| Comments: | | | | | |

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Submitted by: _____ Title: _____ Phone: _____ Date: _____