

Prop Loc:	Mixed Use Property	Calendar Year: 2016
City of Somerville, Ma	Rental Income Statement	Due: May 1, 2017

Commercial Lease Information: Please provide information on current leases as of January 1st.

January – December 2016					Lease Terms			
Floor Level	Tenant Name	Type of Space	Leased Area (Sq. ft.)	Rent per SF on Jan. 1st	Annual Rent 2016	Start Date (Mo/Yr)	Term in years	Basis Gross, Net, NNN
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			
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				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			

Residential Rental Information: Please provide the following rental information.

The effective reporting date is January 1st.

Unit Type	Total # of Units	Rent per Month 2016	Annual Rent 2016	Rent Incentives			Lease Terms				
				Free Rent	Free # of Months	Lease Start Date (Mo/Yr)	Heat (Y/N)	Elect (Y/N)	Lease or TAW		
Studio		\$		\$							
		\$		\$							
One Bedroom		\$		\$							
		\$		\$							
Two Bedroom		\$		\$							
		\$		\$							
Three Bedroom		\$		\$							
		\$		\$							
Four Bedroom		\$		\$							
		\$		\$							
Weekly		\$		\$							
		\$		\$							

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:
 Submitted by: _____ Title: _____ Phone: _____

Signature: _____ Date: _____

Annual Expenses for All Property Uses

Prop Location:		City of Somerville, Massachusetts		Expenses for Calendar Year: 2016	
2016	Landlord Amount	Tenant Amount	2016	Landlord Amount	Tenant Amount
Management & Administrative			Maintenance & Cleaning		
Management Wages or Fee	\$	\$	Wages	\$	\$
Legal & Accounting 03	\$	\$	Supplies	\$	\$
Security Wages	\$	\$	Maint. Service Contract Fee	\$	\$
Payroll	\$	\$	Grounds Keeping	\$	\$
Group Insurance	\$	\$	Rubbish Removal 08	\$	\$
Telephone	\$	\$	Snow Removal 11	\$	\$
Advertising	\$	\$	Exterminator	\$	\$
Commissions	\$	\$	Other	\$	\$
Other	\$	\$		\$	\$
Total	\$	\$	Total	\$	\$
Repairs & Alterations 02			Capital Improvements		
Exterior	\$	\$	Description		
Interior	\$	\$		\$	\$
Mechanical	\$	\$		\$	\$
Electrical	\$	\$		\$	\$
Plumbing	\$	\$		\$	\$
Total	\$	\$	Total	\$	\$
Utilities			Other Expenses		
Electricity 04	\$	\$	Real Estate Taxes	\$	\$
Gas 01	\$	\$	Reserve for Replacement 09	\$	\$
Oil 01	\$	\$	Apartments for Employees	\$	\$
Water 07	\$	\$	Insurance (1 yr. Premium) 05	\$	\$
Sewer 10	\$	\$		\$	\$
Total	\$	\$	Total	\$	\$

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct.
 For Property Location: _____ in Somerville, Massachusetts. We thank you for your co-operation.

Submitted by: _____ **Phone:** _____ **Signature:** _____