



# ANNUAL EXPENSES

Parcel ID:		Location:		Expenses for Calendar Year: 2018	
<b>LAND USE CODE</b>	Landlord Amount	Tenant Amount		Landlord Amount	Tenant Amount
<b>Management &amp; Administrative</b>			<b>Maintenance &amp; Cleaning</b>		
Management Fee	\$	\$	Wages	\$	\$
Legal & Accounting	\$	\$	Supplies	\$	\$
Security	\$	\$	Maint. Service Contract Fee	\$	\$
Real Estate Related Payroll	\$	\$	Grounds Keeping	\$	\$
Payroll Related Insurance	\$	\$	Rubbish Removal	\$	\$
Telephone	\$	\$	Snow Removal	\$	\$
Advertising	\$	\$	Exterminator	\$	\$
Commissions	\$	\$	Other	\$	\$
Other	\$	\$		\$	\$
<b>Total</b>	\$	\$	<b>Total</b>	\$	\$
<b>Repairs &amp; Alterations</b>			<b>Capital Improvements</b>		
Exterior	\$	\$	Description		
Interior	\$	\$		\$	\$
Mechanical	\$	\$		\$	\$
Electrical	\$	\$		\$	\$
Plumbing	\$	\$		\$	\$
<b>Total</b>	\$	\$	<b>Total</b>	\$	\$
<b>Utilities</b>			<b>Other Expenses</b>		
Electricity	\$	\$	Real Estate Taxes	\$	\$
Gas	\$	\$	Reserve for Replacement	\$	\$
Oil	\$	\$	Apartments for Employees	\$	\$
Water	\$	\$	Insurance (1 yr. Premium)	\$	\$
Sewer	\$	\$		\$	\$
<b>Total</b>	\$	\$	<b>Total</b>	\$	\$
<b>Submitted by:</b>	<b>Title:</b>	<b>Phone:</b>	<b>Signature:</b>	<b>Date:</b>	