

Property for which a report must be filed: All property which is rented or leased, including but not limited to, apartment, office, retail, industrial, warehouse, commercial or mixed-use property. If a property is partially rented and partially owner occupied this report must be filed. Each summary page should reflect information for a single property based on the calendar year of **2019**. If you own more than one rental property, you must file a separate report for each property. If the property is owner-occupied and there is no rent of any type received for the property, or if the rental is between related parties, one should complete the owner and address information on the top of the "Annual Income and Expense Summary Report", and check the appropriate reason at the bottom of the page.

How to file: Information is filed on an annual basis. This filing is for income and expense information for the period from **01/01/2019** through **12/31/2019**. An "Annual Income and Expense Summary Report" and the appropriate Schedule (s) must be completed for all real property that produces rental income.

1. Schedule B: **Commercial and Industrial Income**
2. Schedule C: **Mixed Use Income**
3. **Annual Income and Expense Summary Report:** Under Annual Income and Expenses, list the total amounts of income and operating expenses on the lines provided.

THIS INFORMATION WILL BE HELD CONFIDENTIAL. ANY INFORMATION RELATED TO THE ACTUAL RENTAL AND RENTAL- RELATED INCOME AND OPERATING EXPENSES SHALL NOT BE PUBLIC RECORD.

INSTRUCTIONS

SCHEDULES:

Use Schedule B for office, retail, industrial, warehouse, commercial and any non-apartment use of a mixed use property. If a portion of the building is vacant, indicate the portion of the building that is vacant. The total units listed on Schedule B should match the total number of units listed on the front page of the Annual Income and Expense Report. For "Property Expenses and Utilities Paid by Tenant" indicate the property expenses and utilities the tenant is responsible for.

Use Schedule C for Mixed Use Property: The total units of a mixed use property should include both apartment and non-apartment units.

ANNUAL SUMMARY REPORT INSTRUCTIONS

INCOME INSTRUCTIONS

- Item 10-17:** Enter total of potential annual rents for all rental units as if 100% occupied and collected. You must complete and attach Schedule A and/or Schedule B & C.
- Item 18:** Enter additional income received from items such as, billboard rental income, rooftop cell tower rental income, laundry, etc.
- Item 19:** Enter sum of items 10 through 18.
- Item 20:** Enter amount of income loss due to vacancy and collection & concession loss.
- Item 21:** Subtract line 20 from line 19. Enter result on line 21.

EXPENSE INSTRUCTIONS

- Item 22:** Enter amount paid by owner for advertising costs incurred in obtaining tenants and building occupants.
- Item 23:** Enter expenses for cleaning and maintenance. This includes snow removal, trash removal, parking lot maintenance, and all expenses for janitorial services. (Remodeling and renovation expenses are not to be entered on this line.)
- Item 24:** Enter leasing fees, commissions, etc. incurred in obtaining tenants and building occupants.
- Item 25:** Enter annual insurance premium for fire, flood, etc. (real property only, do not include liability).
- Item 26:** Enter fees of legal and/or accounting services related to the real property.
- Item 27:** Enter the cost of services for management; either by a professional management agency, or the owner.
- Item 28:** Enter costs related to general building repair to keep the property operating, e.g. repair of water heaters, cooling systems, glass, etc. (remodeling and renovation expenses are not to be entered on this line.)
- Item 29:** Enter the cost of supplies provided by the owner necessary to the operation of the building.
- Item 30:** Enter amount paid by owner for utilities; electric heat, lights, for heating and cooling, for gas, water, sewer charges, and any other utility paid for by the owner.
- Item 31:** Enter amount paid by owner for other or miscellaneous expenses, such as security services, etc.
- Item 32:** Enter amount for reserves for replacement, such as roof, heating system, etc.
- Item 33:** Add lines 22-32. Enter amount.