

Assessors Office
City of Woburn

1

MBLU:	CONTACT PERSON:	
LOCATION:	PHONE:	
CLASS:	SIGNATURE:	

INCOME AND EXPENSE STATEMENT for year ending **12/31/2021** (FY2023)

2

REVENUE: {These items are paid by Tenants – NOT by Owner}

Contract Rent *1	
Percentage Rent *2	
Expense Escalation	
Utilities	
Real Estate Tax	
Parking	
Other Income	

*1 Amount charged if there was no Vacancy.

*2 Used in retail operations where a % of the gross is paid as part of the rent.

Please check one of the following:

- A. Completely Owner Occupied
- B. Partially (_____ %) Owner Occupied
- C. Completely Tenant Occupied

NOTE: If the property is completely Owner Occupied, then omit the "Revenue" section and fill out the "Expenses" section.

Gross Income:
 Less **Actual** Vacancy
 Effective Gross Income

→ **Do Not** Enter any amount other than **ACTUAL Vacancy**

3

OPERATING EXPENSES: {Items paid by Owner Only}

Heat	<i>Only Include Monies that have <u>actually</u> been paid out</i>	
Electric		
Water & Sewer		
Maintenance		
Insurance		
Trash Removal		
Snow Removal		
Accounting		
Management		
Reserves		
Other Expenses		

Please circle type:
Oil Gas Elec.

List the cost for each item in the blocks below. **Do Not include** any of these items as "Operating Expenses":

- Real Estate Taxes
- Mortgage Related Costs including Interest
- Depreciation
- Any cost **not** related to the operation of the Real Estate – Including cost associated with a business located at the site.

Total Operating Expenses:

Net Operating Income:

4 Comments or Clarification: _____

5 Capital Improvements:	Type	Cost