

### Annual Expenses for All Property Uses

| Parcel ID:                             |                 | Location:     |                                   | Expenses for Calendar Year: |               |
|--|-----------------|---------------|-----------------------------------|-----------------------------|---------------|
|  | Landlord Amount | Tenant Amount |                                   | Landlord Amount             | Tenant Amount |
| <b>Management &amp; Administrative</b> |                 |               | <b>Maintenance &amp; Cleaning</b> |                             |               |
| 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                                  | \$              | \$            |                                   | \$                          | \$            |
| Total                                  | \$              | \$            | Total                             | \$                          | \$            |
| <b>Repairs &amp; Alterations</b>       |                 |               | <b>Capital Improvements</b>       |                             |               |
| Exterior                               | \$              | \$            | Description                       |                             |               |
| Interior                               | \$              | \$            |                                   | \$                          | \$            |
| Mechanical                             | \$              | \$            |                                   | \$                          | \$            |
| Electrical                             | \$              | \$            |                                   | \$                          | \$            |
| Plumbing                               | \$              | \$            |                                   | \$                          | \$            |
| Total                                  | \$              | \$            | Total                             | \$                          | \$            |
| <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                                  | \$              | \$            |                                   | \$                          | \$            |
| Total                                  | \$              | \$            | Total                             | \$                          | \$            |
| Comments:                              |                 |               |                                   |                             |               |