

TOWN OF RYE INCOME & EXPENSE DATA WORKSHEET

[RESPONSE TO INCOME & EXPENSE LAW WHEN FILING A GRIEVANCE]

Annual Income and Expense Statement

for the year ending:

PROPERTY ADDRESS: _____

PROPERTY USE (check all that apply): Apartment Office Retail Mixed Use Shopping Center Industrial Other _____

CHECK HERE IF ANY PART OF THIS PROPERTY IS OWNER OCCUPIED:

- | | |
|--|--------------------------------------|
| 1. Total gross building area
(Including owner-occupied space) _____ Sq. Ft. | 5. Number of parking spaces _____ |
| 2. Owner-occupied area _____ Sq. Ft. | 6. Actual Year Built, if known _____ |
| 3. Net Leasable area _____ Sq. Ft. | 7. Year Remodeled _____ |
| 4. Number of rental units, including owner-occupied _____ | |

ACTUAL GROSS INCOME *	LESS, ACTUAL EXPENSES
9. Apartment Rents (From Schedule A) _____ 10. Office Rents (From Schedule B) _____ 11. Retail Rents (From Schedule B) _____ 12. Mixed Rents (From Schedule B) _____ 13. Shopping Center Rents (From Schedule B) _____ 14. Industrial Rents (From Schedule B) _____ 15. Other Rents (From Schedule B) _____ 16. Parking Rents _____ 17. Other Misc income (e.g. CAM, INS or TAX Reimbursement) _____ 18. TOTAL ACTUAL GROSS INCOME = _____ 19. Less, losses from vacancy and credit collection _____ 20. EFFECTIVE GROSS ANNUAL INCOME = _____	21. Heating fuel _____ 22. Gas and electricity _____ 23. Water and sewer _____ 24. Other utilities _____ 25. Payroll (do not include management) _____ 26. Supplies _____ 27. Management _____ 28. Insurance _____ 29. Common Area Maintenance _____ 30. Leasing Fees/Commissions/Advertising _____ 31. Legal and Accounting _____ 32. Elevator maintenance _____ 33. Tenant improvements _____ 34. General repairs _____ 35. Other (specify) _____ 36. Other (specify) _____ 37. Other (specify) _____ 38. Reserves _____ 39. Security _____ 40. TOTAL ACTUAL EXPENSES = _____ 41. NET OPERATING INCOME = _____

* Do not include estimates for vacancies

IMPORTANT NOTE: Even if any of these 3 pages does not apply to your property, or if you are uploading audited financial/profit and loss statements, you must sign and date the attestation at the bottom of page 3.

PROPERTY ADDRESS: _____

SCHEDULE A - APARTMENT RENT SCHEDULE

<u>Unit Type</u>	<u>No. Of Units</u>			<u>Unit Size</u>	<u>Monthly Rent</u>		<u>Typical Lease Term</u>
	Total	Rented	Rooms	Baths	Sq. Ft.	Per Unit	
Efficiency							
1 Bedroom							
2 Bedroom							
3 Bedroom							
4 Bedroom							
Other rentable units							
Owner/manager occupied							
Subtotal							
Parking							
Other income (specify)							
TOTAL							

~ Complete this section for apartment rentals only ~

ITEMS INCLUDED IN RENT

(Check all that apply)

- Heat
- Electricity
- Other utilities
- Air conditioning
- Stove/Refrigerator
- Dishwasher
- Other (specify): _____
- Furnishings
- Security
- Pool
- Tennis courts
- Parking
- Garbage disposal

SCHEDULE B - OTHER NON-APARTMENT RENT SCHEDULE

~ Complete this section for all other rental areas, except for apartments ~

<u>Tenant Name</u>	<u>Floor Location</u>	<u>Lease Terms</u>				<u>Annual Rent</u>		<u>Parking</u>		<u>Interior Finish</u>		
		Start Date	End Date	Sq. Ft. Rented	Base Mthly Rent \$	Escal/CAM/Overage	Total Rent \$	# of Spaces	Annual Rent \$	Owner Provided	Tenant Provided	If Owner Provided, \$ Cost to Fit Up/Renovate
TOTAL												

Please be sure to sign attestation at the bottom of page 3.

COPY AND ATTACH IF ADDITIONAL PAGES ARE NEEDED

PURCHASE PRICE VERIFICATION

~ Complete this section if the property was purchased within the last 10 years ~

~ ALL OWNERS MUST SIGN AND DATE THE ATTESTION BELOW ~

Purchase Price \$ _____ Down Payment: \$ _____ Purchase Date: _____

Selling Broker: _____ Broker Telephone#: _____

Date of Last Appraisal: _____ Appraisal Firm: _____ Appraised Value: \$ _____

First Mortgage: \$ _____ Interest Rate: _____% Payment Schedule Term: _____ Years Fixed Variable

Did the purchase price include monies allocated for: Furniture? \$ _____ Equipment? \$ _____ Other? \$ _____

PROPERTY CONDITION: _____ ESTIMATE OF REPAIRS NEEDED AT THE TIME OF SALE: \$ _____

Has the property been listed for sale since your purchase? Yes No

If yes, provide list price: \$ _____ Date listed: _____ Listing broker: _____ Broker's Telephone #: _____

COMMENTS: Please explain any special circumstances, or extraordinary factors that affected the purchase price, e.g., vacancy, seller motivation, conditions of sale, property condition, favorable seller financing, etc. Use this area for any other helpful information or comments.

ATTESTATION:

I DO HEREBY DECLARE THAT THE FOREGOING INFORMATION, ACCORDING TO THE BEST OF MY KNOWLEDGE, MEMORY AND BELIEF, IS A COMPLETE AND TRUE STATEMENT OF ALL INCOME AND EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY.

Signature: _____ Name (Print): _____ Date: _____

Title: _____ Telephone #: _____

When finished, please email this document plus any other supporting documentation (such as an audited financial statements) by clicking here: grievance@townofryeny.com