

# ANNUAL STATEMENT OF INCOME & EXPENSES

(Request made pursuant to N.J.S.A. 54:4-34)

CHECK THIS BOX IF THE PROPERTY IS "OWNER OCCUPIED"

CHECK THIS BOX IF THE PROPERTY IS "NON-INCOME PRODUCING"

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## PART 1 – PROPERTY IDENTIFICATION

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

Qualifier: \_\_\_\_\_

Property Class: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Name: \_\_\_\_\_

(i.e. building name, store name, complex name, or other property identifier)

## PART 2 – OWNER INFORMATION

Owner Name: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_

## PART 3 – PROPERTY INFORMATION

Pre-dominate Use of Building: \_\_\_\_\_

(i.e. retail, office, apartment, warehouse, etc.)

Total Net Leasable Square Footage: \_\_\_\_\_

Number of Elevators in Building: \_\_\_\_\_

(if none, use 0)

Total Number of Rental Units: \_\_\_\_\_

(include vacant units)

Annual Vacancy Percentage: \_\_\_\_\_

Comments: \_\_\_\_\_

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FOR PARTS 4, 5, & 6 -  
**PLEASE FILL OUT ONE PER TENANT**  
(where applicable)

Please check the following lease type that applies to the tenant below:

Gross Lease

Modified Gross

Triple Net

**PART 4 – LEASE INFORMATION**

Tenant: \_\_\_\_\_

Use: \_\_\_\_\_  
(i.e. retail, office, apartment, storage, etc.)

Lease Dates: \_\_\_\_\_

Escalations in Lease: \_\_\_\_\_

Percentage Rents: \_\_\_\_\_

Overage Rents: \_\_\_\_\_

Other Income: \_\_\_\_\_

Lease Options: \_\_\_\_\_

Floors Occupied: 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  Basement   
(check all applicable)

Areas Leased: 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  Basement   
(square footage per floor)

Lease/Rent Amount: \$ \_\_\_\_\_ per: month  year  sq ft   
(check applicable)

Free Rent: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**PART 5 –**

**EXPENSES**

**&**

**REIMBURSEMENTS**

(if any)

Taxes: \$ \_\_\_\_\_

Electric: \$ \_\_\_\_\_

Heat/Air Conditioning: \$ \_\_\_\_\_

Sewer: \$ \_\_\_\_\_

Water: \$ \_\_\_\_\_

Insurance: \$ \_\_\_\_\_

Garbage: \$ \_\_\_\_\_

Janitorial: \$ \_\_\_\_\_

Exterior: \$ \_\_\_\_\_

Interior: \$ \_\_\_\_\_

Site: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

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**PART 6 – EXPENSES – Taxes & Operating Expenses**

**TAXES**

Base Year: \_\_\_\_\_

Base Tax Dollars: \$ \_\_\_\_\_

Current Tax Dollars: \$ \_\_\_\_\_

Tenants Percentage: \_\_\_\_\_

**OPERATING EXPENSES** – calculated on base year

Base Year: \_\_\_\_\_

Base Operating Expenses: \$ \_\_\_\_\_

Current Operating Expenses: \$ \_\_\_\_\_

Tenants Percentage: \_\_\_\_\_