

PROPERTY EXPENSES (Actual Annual Property Expenses)	
(DO NOT INCLUDE mortgage, bank charges, debt charges, depreciation, or business expenses)	
General:	Amount Paid
Management	\$
Wages: Caretaker	\$
Annual Insurance	\$
Utilities (water, sewer, power, gas, cablevision, internet)	\$
Property Taxes	\$
License Fees	\$
Maintenance & Repair:	
Painting/Decorating	\$
Repairs/Maintenance (Please specify in "COMMENTS" below)	\$
Ground Maintenance	\$
Snow Removal	\$
Miscellaneous:	
Supplies	\$
Legal & Audit	\$
Advertising/Marketing	\$
Other (Please Specify)	\$
TOTAL ACTUAL ANNUAL REPORTED EXPENSES	\$

CAPITAL EXPENDITURE			
Items Replaced / Upgraded (i.e. infrastructure, capital upgrades – NOT mobile home renovations)	Year Built	Year of Renovation	Cost

If you need extra space, please attach additional page.

COMMENTS

APPRAISAL		
Was there an appraisal done on the property in the last 3 years? (Please circle)	Yes	No
If yes, Date of Appraisal:	Purpose of Appraisal:	Amount:

CERTIFICATION	
All information provided herein has been examined by me and it true, current, and complete to the best of my knowledge.	
Signature:	Name:
Contact Number:	Email:
Date:	