

SECTION B: ANNUAL OPERATING EXPENSES FOR CALENDAR YEAR: _____

**** (DO NOT INCLUDE REAL ESTATE TAXES OR DEBT SERVICE)****

<u>MANAGEMENT:</u>	Fees & Commissions	\$ _____	
	Legal & Accounting	\$ _____	
	Advertising	\$ _____	\$ _____
<u>UTILITIES</u>	Fuel (Oil/Gas)	\$ _____	
	Electricity	\$ _____	
	Water & Sewer	\$ _____	\$ _____
<u>MAINTENANCE:</u>	Wages & Benefits	\$ _____	
	Material & Supplies	\$ _____	
	Service & Repairs	\$ _____	
	Painting & Decorating	\$ _____	
	Trash & Snow Removal	\$ _____	
	Housekeeping	\$ _____	
	Contract Services	\$ _____	
	Miscellaneous	\$ _____	\$ _____
<u>INSURANCE:</u>	Circle: (1YR) or (3YR)	\$ _____	
	Policy		\$ _____
<u>RESERVES:</u>	Roof Replacement	\$ _____	
(over a 20 year period)	Plumbing & Electrical	\$ _____	\$ _____
TOTAL ANNUAL OPERATING EXPENSES:			\$ _____

SECTION C: SALES AND MORTGAGE DATA (fill out only if within the last 10 years)

DATE of PURCHASE: _____ PURCHASE PRICE: \$ _____

Please indicate the amount if any, of the Purchase Price paid for consideration other than Real Estate.

ITEMS: _____ \$ _____

MORTGAGE: TERM: _____ YRS INTEREST: _____% \$ _____

CONSTRUCTION COST DATA (Fill out only if within last 10 years)

SITE IMPROVEMENT: YEAR: _____ AREA: _____ \$ _____

BUILDING: YEAR: _____ SIZE: _____ \$ _____

ADDITIONS: YEAR: _____ SIZE: _____ \$ _____

DEMOLITION: YEAR: _____ SIZE: _____ \$ _____

PAVING: YEAR: _____ SIZE: _____ \$ _____

OTHER YARD ITEMS: YEAR: _____ SIZE: _____ \$ _____

TOTAL: \$ _____

I hereby certify under penalties of perjury that the information supplied in this requisition is true and accurate.

Signature of Owner or Agent

Date

Telephone Number