

CONFIDENTIAL INCOME AND EXPENSE FORM

1. PROPERTY IDENTIFICATION:

MUNICIPALITY: Village of Haverstraw
 SWISS CODE: 392201
 SECTION. BLOCK – LOT: _____

DATE: _____

2. REPORTING PERIOD AND ACCOUNTING BASIS

Reporting year: From: ____ / ____ / ____ to ____ / ____ / ____
 Accounting basis: Cash or Accrual

3. RESIDENTIAL OCCUPANCY – Number of dwelling units and rent by type of occupancy

TYPE OF OCCUPANCY	NUMBER OF UNITS	MONTHLY RENT
Rented, regulated		
Rented, unregulated		
Vacant		
Total		

Does rent reported include all recurring charges, such as parking and subsidies? _____

4. NONRESIDENTIAL OCCUPANCY – Approximate floor area in square feet

FLOOR	FILER OR RELATED	RENTED (UNRELATED)	VACANT	TOTAL
FLOORS 3-	Sq. ft.	Sq. ft.	Sq. ft.	Sq. ft.
2 nd FLOOR	Sq. ft.	Sq. ft.	Sq. ft.	Sq. ft.
1 st FLOOR	Sq. ft.	Sq. ft.	Sq. ft.	Sq. ft.
BASEMENT	Sq. ft.	Sq. ft.	Sq. ft.	Sq. ft.
ENTIRE BUILDING	Sq. ft.	Sq. ft.	Sq. ft.	Sq. ft.

MONTHLY RENT AND CHARGES:

5. LAND OR BUILDING LEASE

Does filer or a related person pay rent pursuant to an arms-length lease of the entire tax lot (or lots)? _____
 If yes, complete this part.

LESSOR	IF NOT OWNER OF RECORD, DESCRIBE RELATION TO PROPERTY
LESSEE	IF NOT FILER, DESCRIBE RELATION TO FILER

Term of lease: from : ____ / ____ / ____ Annual rent \$ _____

Start date of annual rent stated: ____ / ____ / ____ End date of annual rent stated: : ____ / ____ / ____

End date of lease option: : ____ / ____ / ____

Does lessor receive any sums in addition to annual rent stated? _____

If yes, state additional sum here \$ _____

Does lessor pay any of the operating expenses or real estate taxes? _____

If yes, specify _____

6. INCOME INFORMATION:

Section:

Block:

Lot:

Rental information	Number of units	Gross sq. ft. (if known)	Amount(s)	For office use only
a. Apartments				
b. Office				
c. Stores				
d. Garage/parking				
e. Warehouse/lofts				
f. Industrial				
g. Other rent				
h. SUBTOTAL (add lines a through g)				
i. Owner-occupied or owner-related space				
j. Operating escalation income				
k. Real estate tax escalation				
l. Sales of utilities and services				
m. Services (laundry, valet, vending, etc.)				
n. Other operating income (specify)				
o. TOTAL GROSS INCOME (add lines h through n)				

7. EXPENSE INFORMATION

a. Fuel		
b. Light and power		
c. Cleaning company		
d. Wages and payroll		
e. Repairs and maintenance		
f. Management and administration		
g. Insurance (annual)		
h. Water and sewer		
i. Advertising		
j. Interior painting and decorating		
k. Amortized leasing and tenant improvement costs		
l. Miscellaneous expenses (from Part 9)		
m. EXPENSES BEFORE REAL ESTATE TAXES (add lines a through l)		
n. Real estate taxes (before any abatements)		
o. TOTAL EXPENSE (add line m and n)		

8. NET PROFIT (OR LOSS)

a. Net before real estate taxes (subtract Part 7 line m from Part 6 line o)		
b. Net after real estate taxes (subtract Part 7 line o from Part 6 line o)		

9. ITEMIZATION OF MISCELLANEOUS EXPENSES

ITEM	ITEM
AMOUNT(\$)	AMOUNT(\$)
TOTAL MISCELLANEOUS EXPENSES	

10. TENANTS ELECTRICITY

Do tenants obtain electricity from the filer or a related person? _____

Is there a separate charge in addition to the rent _____