



**INCOME AND EXPENSE QUESTIONNAIRE – CITY OF BATH, ME
WAREHOUSE/STORAGE TYPE PROPERTIES
FOR 12 MONTHS ENDING DECEMBER 31, 2023**

Please return within 30 days to:
Assessor’s Office, City of Bath, 55 Front St., Bath, ME 04530

**NOTE: THIS IS A TWO SIDED DOCUMENT
NOTE: SIGNATURE IS REQUIRED ON SECOND PAGE**

Parcel Location: 48 WING FARM PKWY Parcel Map and Lot: 24-005-000

SECTION I: GENERAL DATA

Gross Building Area in SF:		Total Number of Rentable Units (include owner-occupied unit(s)):	
Net Leasable Area in SF		Total Parcel Land Area:	
Number of Rented Units:		Building Age:	

SECTION II: INCOME AND LOSS TOTALS FOR CALENDAR YEAR 2023

Unit Configuration *(Number of units in each category and rates)*

Unit Type/Size (describe)	# of Units	Rent per Unit per Month (as if fully rented)	Total Potential Gross Income
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

INCOME SUMMARY

- Enter annual income below **AS IF FULLY RENTED**.
- Subtract **ACTUAL RENT RECEIVED** from **LINE 5** and allocate the difference to vacancy or concessions/bad debt (lines 6 and 7)
- **Other Income (Lines 2, 3 and 4)** includes items such as: cell towers, vending, parking, billboards, misc. equipment rental, etc. Describe and enter.

1. Income from unit rentals (<i>calculate as if fully occupied</i>)	\$
2. Other Income: (Describe)	\$
3. Other Income: (Describe)	\$
4. Other Income: (Describe)	\$
5. Potential Gross Income: (Add 1 through 4)	\$
6. Loss due to Vacancy: See note above.	\$

7. Loss due to Concessions/Bad Debt: See note above.	\$
8. Total Vacancy and Collection Loss: (Add 6 and 7)	\$
9. Effective Gross Income (Subtract 8 from 5)	\$

Annual Occupancy (Percent): _____ Annual Average Monthly Rate (AMR): _____

SECTION III: EXPENSES FOR CALENDAR YEAR 2023

Please check if each item is paid by Owner or Tenant. If entering "Other", please describe.

Expense Type	Amount	O	T	Expense Type	Amount	O	T
1. Management Fee				19. Maintenance Wages			
2. Legal/Accounting				20. Maintenance Contract Fee			
3. Security				21. Maintenance Supplies			
4. Payroll				22. Maintenance Groundskeeping			
5. Group Insurance				23. Maintenance Trash Removal			
6. Telephone				24. Maintenance Snow Removal			
7. Advertising				25. Maintenance Exterminator			
8. Commissions				26. Maintenance Elevator			
9. Repairs Exterior				27. Insurance (1 Year Premium)			
10. Repairs Interior				28. Reserves for Replacement			
11. Repairs Mechanical				29. Travel			
12. Repairs Electrical				30. Other			
13. Repairs Plumbing				31. Other			
14. Utilities Gas				32. Other			
15. Utilities Oil				33. TOTAL (Add 1 through 32)			
16. Utilities Electricity				34. Real Estate Taxes			
17. Utilities Water							
18. Utilities Sewer							

SECTION VI: CONFIDENTIALITY AND SIGNATURE

The information on this form is confidential and proprietary information under Title 36 §706-A M.R.S. I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Name: _____ Title: _____
Please print.

Signature of owner or preparer: _____

Phone: _____ Date _____