

Gross Annual Property Expenses for Latest Year

CONFIDENTIAL

Taxkey: _____ Property Address: _____

Utilities:

Heat\$ _____
 Water/Sewer\$ _____
 Electric/Gas.....\$ _____
 Other\$ _____
Total Utility Expenses \$ _____

Administrative Expenses:

Payroll\$ _____
 Leasing Costs\$ _____
 Legal/Accounting\$ _____
 Marketing\$ _____
 Other\$ _____
Total Administrative Expense \$ _____

Operating Expenses:

Repairs\$ _____
 Building Maintenance.....\$ _____
 Supplies\$ _____
 Annual Insurance\$ _____
(fire/liability only)
 Elevator.....\$ _____
 Lot Maintenance.....\$ _____
 Cleaning\$ _____
 Trash Collection\$ _____
 Common Area Maintenance:\$ _____
(not reimbursed by tenant)
 Other\$ _____
Total Operating Expenses: \$ _____

Management: \$ _____

Real Estate Taxes: \$ _____
(not reimbursed by tenant)

Reserves for Replacement: \$ _____
(Examples: Roof, Paving, Mechanicals, Floor Coverings)

Total Expenses: \$ _____

Expenses reported above represent the following year: _____ to _____
from date to date

 Signature Title Date Telephone Number

Instructions:

- Please report the operating expenses for the last complete year (12 month period). Enter the annual expenses for the items listed.
- Report all expenses you incurred on your building to the most appropriate category listed on this form.
- Round to the nearest dollar amount.
- Do not include depreciation allowances or mortgage payments as an expense.
- **Adjust expenses that do not occur annually to an annual basis.** For example: Fire and Liability insurance with one payment covering multiple years.

Return Address: City of Milwaukee Assessor's Office, 200 East Wells Street, Room 507, Milwaukee, Wisconsin 53202