

**Town of Belmont, Massachusetts - Income and Expense Statement**  
**FOR FISCAL YEAR 2018, THE DUE DATE IS WEDNESDAY, MARCH 1, 2017, 4:00 P.M.**

Map: \_\_\_\_\_ Parcel: \_\_\_\_\_ Suffix: \_\_\_\_\_ Unit: \_\_\_\_\_ Class: \_\_\_\_\_  
 Street#: \_\_\_\_\_ Street: \_\_\_\_\_

INCOME AND EXPENSE STATEMENT (for the prior year ending 12/31)

Contract Rent \_\_\_\_\_  
 Percentage Rent \_\_\_\_\_  
 Expense Escalation paid by tenant \_\_\_\_\_  
 Utilities paid by tenant \_\_\_\_\_  
 Real Estate Tax paid by tenant \_\_\_\_\_  
 Parking paid by tenant \_\_\_\_\_  
 Common Area Maintenance Fees \_\_\_\_\_  
 Other Rent \_\_\_\_\_  
 Total Revenue \_\_\_\_\_

**IF NO PART OF THIS PROPERTY IS  
 LEASED TO ANOTHER PARTY,  
 PLEASE CHECK HERE: \_\_\_\_\_**

**RETURN COMPLETED FORM TO:  
 Town of Belmont  
 Board of Assessors  
 P.O. Box 56  
 Belmont, MA 02478**

OPERATING EXPENSES:

Management Fee _____	Commissions _____
Administrative _____	Gas _____
Payroll & Fringes _____	Electric _____
Utilities _____	Heat _____
Cleaning _____	Water/Sewer _____
Repairs/ Maintenance _____	Common Area Maintenance _____
Real Estate _____	Security _____
Insurance _____	Snow Removal _____
	Legal/Accounting _____
	Other Expenses _____
	Total Expenses _____
	<b>Net Operating Income</b> _____

**Note: Depreciation, mortgage payments, income taxes, and capital improvements are not allowable operating expenses**

Tenant Name/ Unit No	Square Foot Area Leased	Term	Start Date	Annual Rent	Rent Per Square Foot

Signature \_\_\_\_\_ Number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_