

**2024 MIXED USE PROPERTY
INCOME AND EXPENSE SCHEDULE
FOR 12 MONTHS ENDING DECEMBER 31, 2024**

Please return by **June 30, 2025** to:

Assessor's Office, City of Bath, 55 Front St., Bath, ME 04530

NOTE: SIGNATURE IS REQUIRED ON PAGE 4

Parcel Location (address): _____ Parcel Map & Lot _____

SECTION I: GENERAL DATA

Gross Building Area in SF:		Number of Rentable Units including owner's:	
Net Leasable Area in SF:		Total Parcel Land Area (acres):	
Owner Occupied Area in SF:		Year Built:	

Please draw a line through any incorrect information above and print the correct information.

SECTION II: INCOME AND LOSS TOTALS FOR CALENDAR YEAR 2024

- Enter annual incomes on Lines 1 through 6 **AS IF FULLY RENTED**.
- Other Income (Lines 5 & 6) includes items such as: cell towers, vending, laundry, parking, billboards, etc. Describe and enter.
- Calculate Vacancy Loss by subtracting **ACTUAL RENT RECEIVED** from **LINE 7 if difference is due to vacancy**.
- Calculate Concession Loss by subtracting **ACTUAL RENT RECEIVED** from **LINE 7 if difference is due to concessions**.

1. Total Office Rental Income: <i>(Annual rent as if fully rented)</i>	\$
2. Total Retail Rental Income: <i>(Annual rent as if fully rented)</i>	\$
3. Total Industrial/Warehouse/Garage Rental Income: <i>(Annual rent as if fully rented)</i>	\$
4. Total Apartment Rental Income: <i>(Annual rent as if fully rented)</i>	\$
5. Other Income: <i>(Describe)</i>	\$
6. Other Income: <i>(Describe)</i>	\$
7. Potential Gross Income: <i>(Add 1 through 6)</i>	\$
8. Loss due to Vacancy: <i>(See note above.)</i>	\$
9. Loss due to Concessions/Bad Debt: <i>(See note above.)</i>	\$
10. Total Collection Loss: <i>(Add 8 and 9)</i>	\$
11. Effective Gross Income <i>(Subtract 10 from 7)</i>	\$

Expenses reimbursed by tenants EXCLUDING RE TAX:	\$
Expenses reimbursed by tenants RE TAX ONLY:	\$

SECTION III: EXPENSES FOR CALENDAR YEAR 2024

- Please check if each item is paid by Owner or Tenant. If entering "Other," please describe.
- Use lines 18.1 and 18.2 if sewer and water expenses are separated. Otherwise use line 18.

Expense Type	Amount	O	T	Expense Type	Amount	O	T
1. Management Fee	\$			19. Maintenance General	\$		
2. Legal/Accounting	\$			20. Maintenance Wages	\$		
3. Security	\$			21. Maintenance Contract Fee	\$		
4. Payroll	\$			22. Maintenance Supplies	\$		
4.1. Group Insurance	\$			23. Maintenance Groundskeeping	\$		
5. Telephone	\$			24. Maintenance Trash Removal	\$		
6. Advertising	\$			25. Maintenance Snow Removal	\$		
7. Commissions	\$			26. Maintenance Exterminator	\$		
8. Repairs General	\$			27. Maintenance Elevator	\$		
9. Repairs Exterior	\$			28. Tenant Improvements	\$		
10. Repairs Interior	\$			29. Insurance (1 Year Premium)	\$		
11. Repairs Mechanical	\$			30. Reserves for Replacement	\$		
12. Repairs Electrical	\$			31. Other	\$		
13. Repairs Plumbing	\$			32. Other	\$		
14. Utilities Gas	\$			33. Other	\$		
15. Utilities Propane	\$			34. TOTAL (Add 1 thru 33)	\$		
16. Utilities Oil	\$			35. Real Estate Taxes (2024)	\$		
17. Utilities Electricity	\$						
18. Utilities Water & Sewer	\$						
18.1. Utilities Sewer	\$						
18.2. Utilities Water	\$						

Comments or additional information: _____

2024 INCOME AND EXPENSE SCHEDULE - PAGE 3

SECTION IV: COMMERCIAL INCOME RENT ROLL FOR CALENDAR YEAR 2024

- Please enter annual rent **AS IF FULLY RENTED**.
- Please calculate vacancy by subtracting **ACTUAL RENT FROM ANNUAL RENT**.
- Please enter Lease Type “G” (GROSS), “N” (NET), “NN” (DOUBLE NET), “NNN” (TRIPLE NET), or “TAW” if Tenant at Will.
- Example Uses: RT (retail), O (office), Art (Studio), SVC (Services business),
- Please copy this page if additional lines are needed. A rent roll printout, along with the details below, is also acceptable.

Tenant/Business Name	Use	Unit #	Floor Level	Leased Area (SF)	Ann'l Rent 2024	Lease Type	Start Date	Term (Note Yrs or Months)	Vacancy 2024
1.					\$				\$
2.					\$				\$
3.					\$				\$
4.					\$				\$
5.					\$				\$
6.					\$				\$
7.					\$				\$
8.					\$				\$

SECTION V: RESIDENTIAL DETAIL FOR CALENDAR YEAR 2024

RESIDENTIAL APARTMENT UNIT COUNT SUMMARY

TYPE OF UNITS BY BEDROOM COUNT	NUMBER OF UNITS	AVERAGE YEARLY RENT
Studio/Efficiency Units		\$
1 Bedroom Units		\$
2 Bedroom Units		\$
3 Bedroom Units		\$
4 Bedroom Units		\$
TOTAL Number of Units		---



2024 INCOME AND EXPENSE SCHEDULE - PAGE 4

RESIDENTIAL INCOME RENT ROLL FOR CALENDAR YEAR 2024

- Please enter annual rent **AS IF FULLY RENTED**.
- Please calculate vacancy by subtracting **ACTUAL RENT FROM ANNUAL RENT**.
- Please enter tenancy type: MM (Month to month), L (lease), STR (Short term rental).
- Please copy this page if additional lines are needed. A rent roll printout, along with the details below, is also acceptable.

Tenant Name	# of BR'S	Unit # or Address	Floor Level(s)	Heat Included	Electric Included	Annual Rent 2024	Tenancy Type	Start Date	If Lease, end date	Vacancy 2024
1.						\$				\$
2.						\$				\$
3.						\$				\$
4.						\$				\$
5.						\$				\$
6.						\$				\$
7.						\$				\$
8.						\$				\$
9.						\$				\$

SECTION VI: SIGNATURE

I do hereby declare under penalties of false statement that the foregoing information, according to the best of my knowledge, remembrance and belief, is a complete and true statement of all the income and expenses attributable to the above-identified property.

SIGNATURE

PRINT NAME

DATE

TITLE

EMAIL

TELEPHONE

