

INCOME INSTRUCTIONS FOR COMMERCIAL/INDUSTRIAL USES

Provide information as requested for all areas of the property that are potentially rentable, including storage areas and parking spaces. If the form does not provide sufficient space to list all tenants, please copy the form before proceeding and attach completed copies. A computer printout or other such listing that includes all the requested information is acceptable.

TENANT DETAIL ON 1/1/2017

TENANT NAME – Print the name of each tenant that occupied area on 1/1/2017. Indicate any areas that were occupied by the owner of the building. Utilize this column for all areas of the property that are potentially rentable including storage area and parking spaces. Write **VACANT** or **OWNER OCCUPIED** (if so) to indicate such areas as of 1/1/2017.

USAGE TYPE – Provide a description that best describes the way the property is being used (for rented areas) or the way it would be used for (for vacant areas). Examples of uses include: retail, restaurant, office, warehouse, manufacturing, etc.

RENTABLE AREA – Indicate the gross rentable area in square feet for each rentable unit whether occupied or vacant.

TENANT AT WILL – Circle “Y” for tenants who are tenants at will (do not hold a lease).

LEASE TERMS – Please circle the code listed in parenthesis to indicate the terms of the lease in regard to expenses relating to maintenance, utilities, taxes and insurance as defined below:

(G) GROSS – Tenant pays no expenses

(N) Net – Tenant pays one of the expenses listed above.

(NN) NET NET - Tenant pays two of the expenses listed above.

(NNN) - NET NET NET – Tenant pays three of the expenses listed above.

(AN) ABSOLUTE NET – Tenant pays all expenses relating to the operation of the property.

LEASE BEGIN DATE - Tenant pays all expenses relating to the operation of the property.

LEASE END DATE - Indicate the month and year the lease expires.

RENEWAL OPTION – For tenants, who have renewal options, indicate the number of years and monthly renewal rate. Use the COMMENTS section for elaboration.

OVERAGE TERMS – For tenants subject to overage terms (% of gross receipts, etc.). Indicate the terms. Use the COMMENTS section for elaboration.

ESC CLAUSE—For tenants subject to escalation clauses related to taxes or operating expenses, indicate the monthly rent you would have charged for the area as of January 1, 2017.

MONTHLY RENT ON 1/1/2017 – Indicate the monthly rent for leased areas as of January 1, 2017. Include amounts charged to tenants for parking areas. For areas that are vacant or owner occupied, indicate the monthly rent you would have charged for the area as of January 1, 2017.

TOTAL RENT RECEIVED 2016 – Indicate the actual rent received from the unit during calendar year 2016. Include in this figure any amounts received for operating expenses, tax escalation clauses, overage terms, and additional miscellaneous income.

CURRENT USE OF RENTABLE AREA

TOTAL AVAILABLE AREA: Please calculate the total area, including owner occupied, rentable and vacant area for your property.

AREA OCCUPIED BY TENANTS: Sum the area occupied by tenants

AREA OCCUPIED BY OWNER: Sum the area occupied by the owner of the property.

VACANT AREA: Sum the area which was vacant.

CALANDAR YEAR 2016

TOTAL POTENTIAL GROSS INCOME – Indicate the total amount of income that the property would have generated during calendar year 2016 if all areas were fully leased for the entire year at market level rents.

TOTAL CONCESSIONS – Indicate the total amount of revenue foregone due to vacancies that occurred during 2016.

TOTAL VACANCIES – Indicate the total amount of revenue foregone due to vacancies that occurred during 2016.

TOTAL COLLECTION LOSS – Indicate the total amount of revenues foregone due to bad debt and collection losses that occurred during 2016.

TOTAL MISC. INCOME – Complete section two (2). Indicate the total amount of miscellaneous income derived from the property during 2016.

TOTAL RENTABLE AREA – Indicate the total rentable area for the property by adding up the individual rentable areas within the building. Include all areas of the building whether vacant or occupied.

TOTAL RENT COLLECTED – Indicate the gross income collected during calendar year 2016 by adding up the individual amounts under the TOTAL RENT COLLECTED 2016 column. Also include any income received from sources listed in the MISCELLANEOUS income section. If you are charging market level rents, this figure should equal TOTAL POTENTIAL GROSS INCOME minus TOTAL CONCESSIONS minus TOTAL COLLECTION LOSS plus TOTAL MISC. INCOME.

MISCELLANEOUS INCOME FOR CALENDAR YEAR 2016

SOURCE OF INCOME – Identify the source of any additional income that is derived from the property and which is not directly attributable to any one tenant. For example, parking income, laundry facilities, vending machines, pay phones, etc.

ANNUAL INCOME – State the annual gross income under each source.

EXPENSE INSTRUCTIONS FOR ALL PROPERTY USES

Provide information regarding the expenses incurred in the operation of the property during calendar year 2016. Any expenses that cover more than one year must be pro-rated and annualized (such as a 3 year insurance premium). Indicate the amount of annual expense under the appropriate column marked Landlord Amount or Tenant Amount based upon which party paid the expense.

EXPENSES FOR CALENDAR YEAR 2016

MANAGEMENT & ADMINSTRATIVE

MANAGEMENT WAGES OR FEE — List management wages paid to individuals or fees paid to a management company. Management wages and fees must be adjusted to reflect expenses directly associated with the operation of the property.

LEGAL AND ACCOUNTING WAGES OR FEE — List wages or fees paid for legal and accounting expenses that are directly attributable to the property's operation.

SECURITY WAGES OR FEE — List wages or fees paid to individuals or companies employed to provide security at the property.

PAYROLL TAXES — List payroll taxes paid for employees who are engaged in the management of the property.

GROUP INSURANCE — List group insurance premiums paid for employees engaged in the management of the property.

PHONE — List any phone expense incurred, which directly relates to the operation of the property.

ADVERTISING — List advertising costs associated with the management of the property.

OTHER — List any other expenses attributable to the management and administration of the property. Provide an explanation of each expense under this category.

MAINTENANCE & CLEANING

WAGES — List any wages paid for maintenance and cleaning of the property.

SUPPLIES — List expenses incurred for the purchase of maintenance and cleaning supplies.

MAINTENANCE SERVICE CONTRACT FEE — List expenses paid to companies employed under contract to maintain and clean the property.

GROUNDS KEEPING]	List expenses paid
RUBBISH REMOVAL]	for calendar year
SNOW REMOVAL]	2016 for each
EXTERMINATOR]	category listed

OTHER — List other expenses paid for the maintenance and cleaning of the property. Provide an explanation of any such costs.

UTILITIES

Provide expenses incurred for calendar year 2016 for each listed category.

MINOR REPAIRS

Provide a description of and list amounts spent during 2016 on minor repairs. Examples of minor repairs include patching of roof leaks, repair of leaky plumbing, locksmith repairs, minor electrical repairs, etc.

RENOVATIONS & ALTERATIONS

Provide a description of and list the total amount spent on renovations and alterations during 2016. Renovations include replacement of short-lived items such as carpets, appliances, hot water heater, interior finish, painting and decorating, exterior siding and roofing. Alterations include tenant build-outs.

ADDITIONS AND IMPROVEMENTS

Provide a description of and list the total amounts spent on additions and improvements during 2016. Additions include any increase in square footage or number of plumbing fixtures. Improvements include efforts to update and modernize which lead to a change in use or and upgrade in construction quality.

OTHER EXPENSES

RESERVES FOR REPLACEMENT — List any funds set aside annually to cover the anticipated replacement costs of short-lived items such as the roof, appliances, painting, mechanical equipment, etc.

APARTMENTS FOR EMPLOYEES — List the annual amount of foregone income for apartments that are rented free or below market to employees.

INSURANCE — List the annual premium paid for insurance for calendar year 2016.

OTHER — List any other expenses that are not covered in other categories. Provide an explanation of other such expenses.

COMMENTS

Write any information specific to expenses that you believe relevant to the valuation of the property.

NOTE FOR OWNER OCCUPIED PROPERTIES

Please complete the "Landlord Amounts" in the section below.

Has the above use changed since the purchase? _____

If yes, describe the current use: _____

Please place a check beside each condition listed below which applies to this sale:

- Transaction between family members
- Transaction between business affiliates
- Transaction between friends
- Transaction to or from a government agency
- Transfer of convenience (i.e., to correct title)
- Transfer as a result of a court order
- Transfer as a result of a legal proceeding
- Transfer as a result of a foreclosure proceeding
- Transfer as to settle an estate (probate)
- Transfer as a result of a divorce proceeding
- Transfer to or from a non-profit organization
- Transfer to or from a financial institution
- Transfer conveyed less than entire interest
- Transfer involved trade of other real estate
- Transfer included trade of personal property
- Property acquired through inheritance
- Property acquired at an auction
- Buyer was tenant at time transfer was agreed on
- Buyer exercised an option to buy
- None of the above apply**

PURCHASE INFORMATION

DATE OF SALE TOTAL PRICE DOWN PAYMENT

MORTGAGE INFORMATION

MORTGAGE 1 **TOTAL PRICE** **DOWN PAYMENT**

AMOUNT	INT RATE	FIXED?	YEARS
\$			

MORTGAGE 2 **TOTAL PRICE** **DOWN PAYMENT**

AMOUNT	INT RATE	FIXED?	YEARS
\$			

MORTGAGE 1 **TOTAL PRICE** **DOWN PAYMENT**

AMOUNT	INT RATE	FIXED?	YEARS
\$			

Questionnaire for Verification of New Construction

- 1. State the date of construction, the cost of the buildings, and the date of purchase and cost of land, of the subject property.

- 2. Identify with specificity the construction costs identified by the Application for Abatement filed with the Town of Auburn.

- 3. State the amount of fire insurance carried on the premises indicating the total coverage, number of years of the policy, rate and total premium of insurance in effect as of the date of issuance of the temporary occupancy permit.

- 4. Please list the dates of any temporary occupancy permits, and/or final occupancy permits for new construction of any portions of the building/buildings.

CERTIFICATION

OWNER:

I certify under pains and penalties of perjury that the information supplied in this requisition is true and correct.

Owner's Name (Please Print)

Owner's Signature Date

Mailing Address

City State Zip

Daytime Area Code and Phone Number

Please return the completed survey to:

Auburn Board of Assessors
104 Central St.
Auburn, MA 01501

REPRESENTATIVES STATEMENT:

I certify under pains and penalties of perjury that the information supplied in this requisition is to the best of my knowledge true and correct, and that I am the owner's authorized representative.

Representative's Name (Please Print)

Representative's Signature Date

Mailing Address

City State Zip

Daytime Area Code and Phone Number

Town of Auburn

Chapter 59 § 61A Supporting Documentation Request for Commercial & Industrial Properties

TOWN OF AUBURN, BOARD OF ASSESSORS

COMMERCIAL & INDUSTRIAL - LEASE / RENTAL TERMS

TENANT NAME <small>(Please note Vacant and Owner Occupied areas accordingly)</small>	USE	Rentable Area	Tenant At Will <small>(Circle)</small>	Lease Terms <small>(See above)</small>	Lease Begin <small>(mm/yy)</small>	Lease End <small>(mm/yy)</small>	Renewal Options	Overage Terms	Escl. Clause	Monthly Rent <small>1/1/2017</small>	Total Rent Recvd <small>YR 2017</small>
1			Y / N	G NNN AN							
2			Y / N	G NNN AN							
3			Y / N	G NNN AN							
4			Y / N	G NNN AN							
5			Y / N	G NNN AN							
6			Y / N	G NNN AN							
7			Y / N	G NNN AN							
8			Y / N	G NNN AN							
9			Y / N	G NNN AN							
10			Y / N	G NNN AN							
11			Y / N	G NNN AN							
12			Y / N	G NNN AN							
13			Y / N	G NNN AN							
14			Y / N	G NNN AN							
15			Y / N	G NNN AN							
16			Y / N	G NNN AN							

Current use of rentable area in your building. *(Please fill in all values to determine effective vacancy percentages)*

Total Area Available: _____ Area Occupied by Tenants: _____ Area Occupied by Owner: _____ Total Vacant Area: _____

Miscellaneous Income for calendar year 2016

Total Potential Gross Income	Total Concessions	Total Vacancies	Ttl. Collection Loss	Ttl. Misc Inc. (see below)	Total Rentable Area	Total Rent Collected
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Income Summary for Calendar Year 2016

Source of Income	_____	_____	_____	_____
Annual Income	\$ _____	\$ _____	\$ _____	\$ _____

**Town of Auburn, Board of Assessors
Expenses for All Property Uses**

****If Owner Occupied, Please fill out the Landlord Amount Sections****

Expenses for Calendar Year

	2016 Landlord Amount	Tenant Amount		2016 Landlord Amount	Tenant Amount
Management and Administrative			Minor Repairs		
Management Wages or Fee	\$ _____	\$ _____	Description	\$ _____	\$ _____
Legal & Accounting Wages or Fees	\$ _____	\$ _____	_____	\$ _____	\$ _____
Security Wages or Fees	\$ _____	\$ _____	_____	\$ _____	\$ _____
Payroll Taxes	\$ _____	\$ _____	_____	\$ _____	\$ _____
Group Insurance	\$ _____	\$ _____	_____	\$ _____	\$ _____
Phone	\$ _____	\$ _____			
Advertising	\$ _____	\$ _____	Renovations and Alterations		
Other	\$ _____	\$ _____	Description	\$ _____	\$ _____
Total	\$ _____	\$ _____	_____	\$ _____	\$ _____
			_____	\$ _____	\$ _____
Maintenance & Cleaning			Total	\$ _____	\$ _____
Wages	\$ _____	\$ _____			
Supplies	\$ _____	\$ _____	Additions & Improvements		
Maint. Service Contract Fee	\$ _____	\$ _____	Description	\$ _____	\$ _____
Grounds Keeping	\$ _____	\$ _____	_____	\$ _____	\$ _____
Rubbish Removal	\$ _____	\$ _____	_____	\$ _____	\$ _____
Snow Removal	\$ _____	\$ _____	_____	\$ _____	\$ _____
Exterminator	\$ _____	\$ _____	_____	\$ _____	\$ _____
Other	\$ _____	\$ _____	_____	\$ _____	\$ _____
Total	\$ _____	\$ _____	Total	\$ _____	\$ _____
Utilities			Other Expenses		
Electric	\$ _____	\$ _____	Real Estate Taxes	\$ _____	\$ _____
Gas	\$ _____	\$ _____	Reserve for Replacement	\$ _____	\$ _____
Oil	\$ _____	\$ _____	Apartments for Employees	\$ _____	\$ _____
Water & Sewer	\$ _____	\$ _____	Insurance (1 year premium)	\$ _____	\$ _____
Total	\$ _____	\$ _____	Total	\$ _____	\$ _____

Comments:

OWNER OCCUPIED PROPERTIES

REASON (S) FOR ABATEMENT REQEUST:

- 1. Overvaluation
- 2. Disproportionate Assessment
- 3. Incorrecte usage classification
- 4. Other (You must specify)

Valuation Requested:

\$ _____

If applying for overvaluation please supply at least 3 examples of either:

Comparable Sales - 2016:

1 _____
2 _____
3 _____

Comparable Rent - 2016:

1 _____
2 _____
3 _____

Disproportionate Assessment - Please provide basis for opinion and examples:

Building Dimensions & Floor Plan

Please list or attach a floor plan with dimensions and story heights for the corresponding property

