

Assessors Office  
City of Woburn

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M B L U:	CONTACT PERSON:	
LOCATION:	PHONE / EMAIL:	
CLASS:	SIGNATURE:	

INCOME AND EXPENSE STATEMENT for year ending **12/31/2023** (FY2025)

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**REVENUE:** {These items are paid by Tenants – NOT by Owner}

Contract Rent *1	
Percentage Rent *2	
Expense Escalation	
Utilities	
Real Estate Tax	
Parking	
Other Income	

\*1 Amount charged if there was no Vacancy.

\*2 Used in retail operations where a % of the gross is paid as part of the rent.

**Please check one of the following:**

- A. Completely Owner Occupied
- B. Partially ( \_\_\_\_\_ %) Owner Occupied
- C. Completely Tenant Occupied

NOTE: If the property is completely Owner Occupied, then omit the "Revenue" section and fill out the "Expenses" section.

Gross Income:   
 Less **Actual** Vacancy   
 Effective Gross Income

→ **Do Not** Enter any amount other than **ACTUAL Vacancy**

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**OPERATING EXPENSES:** {Items paid by Owner Only}

Heat		
Electric		
Water & Sewer		
Maintenance		
Insurance		
Trash Removal		
Snow Removal		
Accounting		
Management		
Reserves		
Other Expenses		

Only Include Monies that have *actually* been paid out

Please circle type:  
Oil Gas Elec.

List the cost for each item in the blocks below. **Do Not include** any of these items as "Operating Expenses":

- Real Estate Taxes
- Mortgage Related Costs including Interest
- Depreciation
- Any cost **not** related to the operation of the Real Estate – Including cost associated with a business located at the site.

Total Operating Expenses:

Net Operating Income:

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Comments or Clarification: \_\_\_\_\_

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Capital Improvements:	Type	Cost