



City of Woburn

ASSESSORS DEPARTMENT

City Hall
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Woburn, MA 01801

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BOARD OF ASSESSORS

Robert E. Maguire, Chairman
Lori S. Medeiros
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SELF-STORAGE FACILITY INCOME & EXPENSE FORM INSTRUCTIONS & EXPLANATIONS

Income/Revenue:

- **Actual Storage Unit Income Collected** – Please enter the actual total revenue collected for the calendar year from self-storage unit rental, net or after concessions and discounts etc., actual income collected.
- **Other Income Related to Storage Unit Rentals** – This income line item includes late fees, supplies, etc.
- **Truck Rental Income, Car Storage Income, Etc. & Other Income** – Please enter the corresponding income collected for each line item with comments/clarifications as appropriate.

Description of Expenses:

- **Insurance** – This line-item is the expense of building replacement cost insurance.
- **Repairs & Maintenance** – This expense category accounts for typical repairs & maintenance and may include: electrical repairs, plumbing repairs, elevator maintenance/repairs, gate maintenance/repairs, landscaping, snow removal, parking lot maintenance, pest control, fire alarm & security system repairs/maintenance, etc.
- **Administration** - In this category, expenses relate to general office functions such as association dues, subscriptions, copy machine, telephone, office supplies, printing, professional fees including legal and accounting services, data processing, local licensing and permit fees, computer hardware and software, etc.
- **On-Site Management** - On-site management expenses account for salary of management/managers including assistant managers, relief managers, staff, and payroll-related costs.
- **Off-Site Management** – This represents the cost associated with a third-party management company, brand affiliation, or asset level and strategic operational oversight, directly necessary for the operation of the subject self-storage facility.
- **Utilities** - This expense category includes natural/propane gas or oil, electricity, water and sewer services, etc.
- **Advertising** – This includes website optimization, social media campaigns, and pay-per-click on-line advertising, and marketing campaigns.
- **Miscellaneous** – This accounts for all minor expenses without a category. Please add concise comments/clarifications on form.