

TOWN OF FOXBOROUGH

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OFFICE OF THE BOARD OF ASSESSORS

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INCOME AND EXPENSE QUESTIONNAIRE – FOXBOROUGH, MA COMMERCIAL/INDUSTRIAL PROPERTIES FOR 12 MONTHS ENDING JANUARY 1, 2022: CALENDAR YEAR 2021

Please Return to: Town of Foxborough 40 South Street Foxborough, MA 02035

NOTE: SIGNATURE IS REQUIRED ON BACK PAGE

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:	
Owner Occupied Area in SF:	Building Age:	

SECTION II: INCOME AND LOSS TOTALS FOR CALENDAR YEAR 2021

Please enter annual income on Lines 1 through 6 AS IF FULLY RENTED.

Calculate Vacancy Loss by subtracting <u>ACTUAL RENT RECEIVED</u> from <u>LINE 7 if difference is due to vacancy.</u>

Calculate Concession Loss by subtracting <u>ACTUAL RENT RECEIVED</u> from <u>LINE 7 if difference is due to concessions</u>.

Other Income (Lines 5 and 6) includes items such as: cell towers, vending, laundry, parking, billboards, etc. Describe and enter.

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

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

SECTION III: EXPENSES FOR CALENDAR YEAR 2021

Please check if each item is paid by Owner or Tenant. If entering "Other", please describe.

Expense Type	Amount	0	Т	Expense Type	Amount	0	Т
1. Management Fee				20. Maintenance Contract Fee			

2. Legal/Accounting	21. Maintenance Supplies
3. Security	22. Maintenance Grounds keeping
4. Payroll	23. Maintenance Trash Removal
5. Group Insurance	24. Maintenance Snow Removal
6. Telephone	25. Maintenance Exterminator
7. Advertising	26. Maintenance Elevator
8. Commissions	27. Insurance (1 Year Premium)
9. Repairs Exterior	28. Reserves for Replacement
10. Repairs Interior	29. Travel
11. Repairs Mechanical	30. Other
12. Repairs Electrical	31. Other
13. Repairs Plumbing	32. Other
14. Utilities Gas	33. TOTAL (Add 1 thru 32)
15. Utilities Oil	34. Real Estate Taxes
16. Utilities Electricity	
17. Utilities Water	
18. Utilities Sewer	
19. Maintenance Wages	

SECTION IV: INCOME RENT ROLL FOR CALENDAR YEAR 2021

Please enter annual rent <u>AS IF FULLY RENTED</u>.

Please calculate vacancy by subtracting <u>ACTUAL RENT FROM ANNUAL RENT</u>. Please enter Lease Type "G" (GROSS), "N" (NET), "NN" (DOUBLE NET), "NNN" (TRIPLE NET), or "TAW" if Tenant at Will.

Tenant Name	Use	Unit #	Floor Level	Leased Area (SF)	Annual Rent 2021	Lease Type	Start Date	Term Years	Vacancy 2021
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									

SECTION V: SIGNATURE

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Submitted by: (Please print)	
Title:	
Signature of owner or preparer:	
Phone:	
Date:	