

INCOME & EXPENSE DATA WORKSHEET

TOWN OF RYE

Rev 3/6/25

Annual Income and Expense Statement PARCEL ID (also known as TAX MAP ID): _____

for year ending: _____ PROPERTY ADDRESS: _____

PROPERTY USE (check all that apply): Apartment Office Retail Mixed Use Shopping Center Industrial Other _____

CHECK HERE IF ANY PART OF THIS PROPERTY IS OWNER OCCUPIED:

Total Gross Building Area (including owner-occupied space)	_____	Sq. Ft.	Number of parking spaces	_____
Owner-Occupied Area	_____	Sq. Ft.	Actual Year Built (if known)	_____
Net Leasable Area	_____	Sq. Ft.	Year Remodeled	_____
Number of rental units, including owner-occupied	_____			

ACTUAL GROSS INCOME *

Apartment Rents (will auto-populate from Schedule A) _____

Other Rents (will auto-populate from Schedule B) _____

Parking Rents (will auto-populate from Schedule B) _____

Other Misc. Income (e.g. CAM, INS or TAX Reimbursement) _____

TOTAL ACTUAL GROSS INCOME = _____

Less, losses from vacancy and credit collection _____

EFFECTIVE GROSS ANNUAL INCOME = _____

* Do not include estimates for vacancies.

Note: You can attach financials, profit and loss statements, rent rolls, authorizations, corporate resolutions, partnerships agreements, etc. Please

indicate if you will be uploading documents (response is required): Yes ____ No ____

LESS, ACTUAL EXPENSES

Heating fuel _____

Gas and electricity _____

Water and sewer _____

Other utilities _____

Payroll (do not include management) _____

Supplies _____

Management _____

Insurance _____

Common Area Maintenance _____

Leasing Fees/Commissions/Advertising _____

Legal and Accounting _____

Elevator maintenance _____

Tenant improvements _____

General repairs _____

Other (specify) _____

Other (specify) _____

Reserves _____

Security _____

TOTAL ACTUAL EXPENSES = _____

NET OPERATING INCOME = _____

DO NOT INCLUDE TAXES, DEPRECIATION OR MORTGAGE PAYMENTS AS AN EXPENSE

ATTESTATION: (in accordance with the Town's Local Law No. 1 of the Year 2013):

"I certify that all information contained in this statement is true and correct to the best of my knowledge and belief. I understand that the willful making of any false statement of material facts herein will subject me to the provisions of the law relevant to the making and filing of false instruments and will render this statement null and void".

Signature: _____ Date: _____
Name (Print): _____ Title: _____
Relationship to Owner: _____ Telephone: _____
Email: _____

Note: If you are not the owner, please provide a copy of appropriate documentation authorizing you to sign on behalf of owner (i.e., Power of Attorney, Corporate Resolution, etc.).

Before submitting, you must answer this question: Has your property been transferred within the past 10 years? Yes No

If YES, you must complete this section (*will also be verified in the Town's sales records*):

PURCHASE PRICE VERIFICATION

Purchase Price: _____ Down Payment: _____ Purchase Date: _____
Selling Broker: _____ Broker Telephone: _____ Date Last Appraisal: _____ Appraisal Firm: _____
Appraised Value: _____ First Mortgage Amount: _____ Interest Rate: _____ Payment Schedule Term: _____ (years)

Fixed Variable / Did the purchase price include monies allocated for these items, and if so, what dollar amount: Furniture _____

Equipment _____ Other _____ Overall Property Condition: _____

Estimate of Repairs Needed at Time of Sale: _____ Has the property been listed for sale since your last purchase? Yes No

If YES, please provide: List Price: _____ Date Listed: _____

Listing Broker Name/Phone: _____

COMMENTS: Please explain any special circumstances or extraordinary factors that affected the purchase price (e.g. vacancy, seller motivation, condition of sale, condition of property, favorable seller financing, etc.): _____

