**Town of Duxbury – Board of Assessors**

**FY 2025 INCOME and EXPENSE QUESTIONAIRE**

| **Completion of this portion of form required for all properties.** | | | | | | | | | | | | | **Complete only if applicable.** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | | **D** | **E** | | **F** | | **G** | **H** | **I** | | **J** | | **K** | | **L** | | **M** |
| **TYPE OF USE** | **NAME OF TENANT**  **(Please Account for All Space. If Owner Occupied, Write "Owner"; If Vacant, Write "Vacant")** | **FLOOR LEVEL** | | **RENTABLE AREA IN S.F.**  **OR**  **NO. OF APT UNITS** | **TOTAL RENT FOR 2023 AT FULL OCCUPANCY** | | **TOTAL RENT COLLECTED IN 2023** | | **RENT PER MONTH AS OF 1/1/24** | **LEASE START DATE** | **LENGTH OF LEASE** | | **OVERAGE RENT**  **(e.g., X% IN ADVANCE)** | | **C.A.M. PAID BY TENANT** | | **TAXES PAID BY TENANT** | | **ANY OTHER INCOME**  **(Please explain)** |
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| **T O T A L S** | | |  | |  |  | |  | | | |  | |  | |  | |  | |

**COMMENTS / EXPLANATIONS:**

**On the Other Side Please Complete the Building Expense Portion of The Questionnaire**

**OPERATING EXPENSES**

**Calendar Year 2023**

| **Item** | **Paid by Owner** | **Paid by Tenant** |
| --- | --- | --- |
| **Legal and Accounting** | $ | $ |
| **Building Insurance** | $ | $ |
| **Supplies** | $ | $ |
| **Trash Removal** | $ | $ |
| **Snow Removal** | $ | $ |
| **Landscaping** | $ | $ |
| **Cleaning** | $ | $ |
| **Routine Repairs** | $ | $ |
| **Capital Improvements (Describe)** | $ | $ |
| **Electric** | $ | $ |
| **Heat** | $ | $ |
| **Water** | $ | $ |
| **Real Estate Taxes** | $ | $ |
| **Reserve for Replacement** | $ | $ |
| **Other (Please Explain)** | $ | $ |
| T O T A L S |  |  |

**Property Address:**

|  |
| --- |
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* **Please add additional pages describing any alterations to the property that have taken place since January 1, 2023 and indicate the month of the change:**
* **Are there circumstances or conditions which you believe materially affect the market value of the subject property? If so, please identify and describe the manner in which market value is affected.**

**Signature:**

**Name:**

**Title:**

**Date:**

**Telephone:**

**Email:**

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