

**CALCULATION OF COMMERCIAL SPACE EXPENSES**  
**FISCAL YEAR \_\_\_\_\_**

Contract: \_\_\_\_\_

Development name: \_\_\_\_\_

Units — Assisted/Total: \_\_\_\_\_

Prepared by: \_\_\_\_\_

ACCOUNT NAME	COMMERCIAL SPACE EXPENSES			
	TOTAL ACTUAL EXPENSES (D)	APPROVED PRORATION FACTOR (E)	COMMERCIAL SPACE ACTUALS (F)	COMMERCIAL SPACE BUDGET (G)
MANAGEMENT FEE:				
1. Sponsor Overhead				
2. Contract Management Fee				
3. TOTAL MANAGEMENT FEES:				
ADMINISTRATION:				
4. Marketing				
5. Audit				
6. Legal				
7. Misc. Administrative Expenses				
8. TOTAL ADMINISTRATION:				
SALARIES:				
9. On-Site or Off-Site Manager				
10. Assistant Manager				
11. Grounds and Maintenance Personnel				
12. Desk Clerks				
13. Janitorial Personnel				
14. Housekeepers				
15. Services Staff				
16. Other _____				
17. TOTAL SALARIES:				
MAINTENANCE:				
18. Supplies				
19. Elevator Maintenance				
20. Pest Control				
21. Grounds Contracts				
22. Interior Painting and Decorating				
23. Other _____				
24. TOTAL MAINTENANCE:				
UTILITIES:				
25. Trash Removal				
26. Electricity				
27. Water and Sewer				
28. Gas				
29. HCD Use Only				
30. TOTAL UTILITIES:				
INSURANCE:				
31. Property & Liability Insurance				
32. TOTAL INSURANCE:				
TAXES:				
33. Real Estate Taxes/PILOTS				
34. Business License				
35. TOTAL TAXES:				