

**TENANT'S OPERATING EXPENSE SHEET**

Ongoing Operating Costs

DATE: \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California

Occupant (Buyer or Tenant): \_\_\_\_\_

Property type: \_\_\_\_\_

Address: \_\_\_\_\_

**FACTS:** *Items left blank or unchecked are inapplicable*

This cost sheet demonstrates the cash expenditures the Occupant should initially experience while owning or leasing the property.

These amounts are:

- figures currently experienced in operating the property.
- estimates and not amounts confirmed by the owner or former occupant.

**OPERATING EXPENSES:**

Electricity ..... \$ \_\_\_\_\_

Gas ..... \$ \_\_\_\_\_

Water ..... \$ \_\_\_\_\_

CATV/Phone ..... \$ \_\_\_\_\_

Rubbish ..... \$ \_\_\_\_\_

Sewage ..... \$ \_\_\_\_\_

Insurance ..... \$ \_\_\_\_\_

Taxes ..... \$ \_\_\_\_\_

General obligation bonds.... \$ \_\_\_\_\_

Lawn/Gardening..... \$ \_\_\_\_\_

Pool/Spa ..... \$ \_\_\_\_\_

Janitorial/Maids ..... \$ \_\_\_\_\_

Maintenance and repair..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

**Total Operating Expenses..... \$ \_\_\_\_\_**

**Monthly Loan or Lease Payments .. \$ \_\_\_\_\_**

**TOTAL Monthly Expenditures ... \$ \_\_\_\_\_**

**DEPOSITS:**

Rental Security Deposit..... \$ \_\_\_\_\_

Water Deposit..... \$ \_\_\_\_\_

Sewage and Rubbish Deposit \$ \_\_\_\_\_

Gas Service Deposit ..... \$ \_\_\_\_\_

Phone Service Deposit ..... \$ \_\_\_\_\_

Other..... \$ \_\_\_\_\_

**TOTAL Deposits ..... \$ \_\_\_\_\_**

**I have read and approve this information:**

Date: \_\_\_\_\_, 20\_\_\_\_

Seller/Landlord: \_\_\_\_\_

Seller/Landlord: \_\_\_\_\_

Date Prepared: \_\_\_\_\_, 20\_\_\_\_

Broker: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Agent: \_\_\_\_\_

**I have read and received a copy of this estimate.**

Date: \_\_\_\_\_, 20\_\_\_\_

Occupant's Signature: \_\_\_\_\_

Occupant's Signature: \_\_\_\_\_