

**Table A**

<b>Apartment Income Information for Cambridge 38D Form</b>		
<b>Column</b>	<b>Format for info</b>	<b>Description of data requested</b>
Apartment Unit Number	Alpha/numeric	Unit identifier
Bedroom Count*	Room, studio, 1-5 bedrooms	Count of bedrooms in unit
Affordable Unit*	Yes or No	Does unit have Affordable restriction
Monthly Rent*	Numerical amount (no \$)	Rent as of January 1
Vacant*	Yes or No	Status as of January 1
Floor Level	Numerical	Floor of building for unit
Area Rented	Numerical	square feet area of apartment
Market Rent	Numerical amount (no \$)	Market Rent as of January 1
Heat Included	Yes or No	Is heat included in rent
Electric Included	Yes or No	Is electric included in rent
Comments	free form	add any helpful comments for unit info
* Required field	Numerical Amount-numbers only	
<b>Additional Income for Cambridge 38D Form</b>		
<b>Provide Annual Income for each item below. Leave blank if it does not apply</b>		
Annual Parking Income	Annual Cellular Leases	Annual Billboard leases
Other Income including: Laundry, Government Subsidies, Reimbursements or General other income		
<b>Expenses for Cambridge 38D Form</b>		
<b>Provide annual Expenses for each item below. Leave blank if it does not apply</b>		
Heating Costs	Insurance	Management/Admin
Electric Costs	Janitorial/Trash/Snow Removal	Reserves for Replacement
Water/Sewer Costs	Leasing Costs	Tenant Fit Out
Security Costs	Accounting/Legal Costs	Other Expenses-with explanation
Repairs & Maintenance	Payroll Costs	Other Expenses-with explanation

**Table B**

<b>Commercial Lease Information for Cambridge 38D Form</b>		
<b>Column</b>	<b>Format for info</b>	<b>Description of data requested</b>
Unit Number*	Alpha/numeric	Unit identifier
Description*	Use of space-bank, lab, office	Type of space that is rented
Tenant Name	Alpha/numeric	Identify tenant
Vacant (as of Jan 1)*	Yes or No	Is unit vacant as of January 1
Sq. Ft area leased*	Numerical	Area leased for tenant
Approximate Date Lease Began*	Date field	Rent as of January 1
Annual Rent for 2021	Numerical amount (no \$)	Yearly rent for space
Term (Years)	Numerical	Term for lease with tenant
Lease Type	Pull down lease type choice	Gross, Net (N), NN, NNN
Lease Options	Pull down lease type choice	New Lease or Renewed Lease
Was there a tenant fit out?	Yes or No	Was work done for a tenant?
Was the fit out paid by the tenant or landlord?	Pull down type choice	Tenant or Landlord
Comments	Free form	add any helpful comments for unit info
* Required field	Numerical Amount-numbers only	
<b>Additional Income for Cambridge 38D Form</b>		
<b>Provide Annual Income for each item below. Leave blank if it does not apply</b>		
Annual Parking Income	Annual Cellular Leases	Annual Billboard leases
Other Income including: Laundry, Government Subsidies, Reimbursements or General other income		
<b>Expenses for Cambridge 38D Form</b>		
<b>Provide annual Expenses for each item below. Leave blank if it does not apply</b>		
Heating Costs	Insurance	Management/Admin
Electric Costs	Janitorial/Trash/Snow Removal	Reserves for Replacement
Water/Sewer Costs	Leasing Costs	Tenant Fit Out
Security Costs	Accounting/Legal Costs	Other Expenses-with explanation
Repairs & Maintenance	Payroll Costs	Other Expenses-with explanation