***FY25 GL Chapter 59, Section 38D - 3ABC Occupancy Schedule***

**Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Name and Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the following schedule for all spaces owned by the organization on 1/1/24, but occupied by other entities as of filing date**

Commercial/Telecom/Billboard Use

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Property Location | Property Ward-Parcel | Floor Level | Tenant | Rentable Square Feet | Annual Rental Income | Rental Rate ($/SF) as of 1/1/24 | Lease Start Date | Lease End Date | Non-Profit Organization? Yes/No |
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Residential Use (this includes housing of either a transient or permanent nature)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Property Location | Property Ward-Parcel | Floor Level | Tenant | APT BR Type (Example studio, one, two, three) | Monthly Rental Income as of 1/1/24 | Lease Agreement Yes/No | License Agreement Yes/No | Non-Profit Use?Yes/No |
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Other Revenue Sources

Please list other sources of revenue generated by occupancies other than your own (Income source examples include: event parking, function hall rentals, etc.)

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| --- | --- | --- | --- | --- |
| Property Location | Property Ward-Parcel | \*Income Source | Amount Collected Year ending 12/31/23 | Comments |
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Vacant & Available Space

Please complete the following schedule for all spaces **owned by the Organization on 1/1/23**, which are NOT occupied by the Organization AND which are **vacant and/or available for lease as of filing date**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Property Location | Property Ward-Parcel | Floor Level | Potential Use (Retail,Office,Lab, ect…) | Rentable Square Feet | Asking Rent per SF as of 1/1/24 | Marketing Company | Marketing Start Date |
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New Construction or Major Renovation

Please complete the following schedule for any New Construction or Major Renovation projects, underway or in planning **during the period 7/1/23 through the date of filing**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Property Location | Denote Project Type(New Construction OR Major Renovation) | Denote Project Status(Underway OR Planning) | Permit Issue Date | Institutional Master Plan (“IMP”) Amendment Filed (Yes/No) | Date of IMP Amendment Filing | Describe Use of Property(Example: Office, Lab, Dorm, etc…) | Will the Organization occupy the entire property on completion (Yes/No) | Estimated Project Cost |
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Comments/Notes

Please use this section to record any additional notes related to this schedule:

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