**Estimated Monthly Expenditures**

Office Lease/Rent

Base lease

Common Area Maintenance (triple net charges)

Office or leasehold improvements (initial & accrual)

Property taxes

Repairs and maintenance, office space

Signs - exterior, lease/cost and maintenance

Other

Total Office Lease/Rent

Employees/Staff

Insurance, health

Insurance — workers' compensation

Staff salaries and benefits, full-time employees

Contract or weekend labor

Taxes, payroll

Other

Total Employees/Staff

Equipment

Equipment leases/cost (computer hw/sw)

Equipment leases/cost (copier)

Equipment leases/cost (fax)

Furniture leases/cost

Postage Meter

Telephone systems (equipment and phone lines)

Other

Total Equipment

Miscellaneous

Annual office awards banquet

Annual office sales awards

Board membership and dues for Broker/Owner

Board membership for office

Supplies and expenses, computer

Supplies and expenses, copier

Supplies and expenses, office

Taxes and licenses

Other Total Miscellaneous

Current Monthly Expenses

Advertising - office, monthly/annual ads

Advertising - supplemental, sponsorships, etc.

Advertising - yellow pages

Charity contributions

Events, office promotion or social

Flowers and gifts (non-office)

General mail for office benefit

Office equipment supplies (copier/computer/fax)

Sales meetings for office

Zip code or other directories

Other

Total Currently Monthly Expenses

Services

Answering service

Banking/checking expense (all accounts)

Coffee machine/service (excludes supplies)

Computer consultant

Insurance, business/liability

Insurance, E&O

Janitorial service and supplies

Lawn/landscaping service

Legal services

MLS Access

Payroll Service

Postage, overnight and courier expense - office

Security system and service

Telephone service (office local)

Trash service

Utilities (electric, gas, water, sewer, etc.)

Other

Total Services