

PRIVATE SCHOOLS FOR THE DISABLED
PRESCRIBED "COST OF OWNERSHIP" FORMAT
FOR A RELATED PARTY TRANSACTION
REAL AND PERSONAL PROPERTY
FOR THE 2004-2005 SCHOOL YEAR

(To be completed and attached to all related party lease/rental agreements)

1. Lessor

2. Lessee

3. Type of Property Leased/Rented: ___ Real Estate ___ Equipment

4. Description of Property _____

5. Term of Lease from _____ to _____

6. Type of Lease (please check one): ___ Open ___ Closed End

7. Annual Lease Payment(s): Year 1. _____ 2. _____

3. _____ 4. _____ 5. _____ 6. _____

7. _____ 8. _____ 9. _____ 10. _____

8. Is this a sub-lease? If so, please attach a copy of the primary lease to this form.
___ Yes ___ No

9. Is the property leased by the private school for the disabled also leased/used by another organization or individual? ___ Yes ___ No If yes, see #12.

10. Does the lessor conduct other business on any portion(s) of the property leased by the private school? ___ Yes ___ No If yes, see #12.

11. If the lease involves personal property, does the lessor also lease equipment to other parties in addition to the private school for the disabled? ___ Yes ___ No If yes, see #12.

12. When determining the Anticipated “Costs of Ownership” Per Year allocated to the private school lease, the lessor must only include those costs specifically associated with the private school lease or an allocated portion based on square footage, usage or revenue, etc. The “Costs of Ownership” must include anticipated dollar amounts in column (3) all other leases, column (2) allocated to private school lease and the total of columns 2 and 3 in column (1) total.

Anticipated "Costs of Ownership" Per Year
2004-2005

Lessor _____ Lessee _____

<u>Description</u>	<u>(1)</u> <u>Total</u>	<u>(2)</u> <u>Allocated to</u> <u>Private School</u> <u>Lease</u>	<u>(3)</u> <u>All Other</u> <u>Leases</u>
1. Depreciation	_____	_____	_____
2. Mortgage Interest	_____	_____	_____
3. Real Estate Taxes	_____	_____	_____
4. Property Insurance	_____	_____	_____
5. Maintenance	_____	_____	_____
6. Repairs	_____	_____	_____
7. Insurance	_____	_____	_____
8. Other (Itemize)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Anticipated Costs	_____	_____	_____
Allowable Return @ 2.5% of Column 2		_____	
Total Lease Amount		_____	

If one or more of questions 9 through 11 on pages 1 and 2 were answered yes, please explain the method used to allocate costs between the private school lease and all other leases. Use the back of this page, if needed.

NEW JERSEY STATE
DEPARTMENT OF EDUCATION
DIVISION OF FINANCE

AFFIDAVIT

I hereby certify that all information contained on pages 1 through 4 of this form and submitted to the Division of Finance, New Jersey Department of Education by the undersigned is to the best of my knowledge accurate. I also certify that if applicable (see items 9-11), the costs associated to the private school lease were allocated equitably based on square footage, usage, revenue or another equitable allocation method as appropriate and the costs identified in column 2 are not the entire cost of the lessor.

(Date)

(Signature of Lessor)

This affidavit must be executed before an individual authorized by law to administer oaths.

State of _____ County of _____ on
the _____ day of _____, 20____. _____
personally appeared before me and is known to be the individual described in, and who executed
the foregoing instrument, and they duly acknowledge to me, that they executed the same, and
that the statements contained therein are true.

(Signature of Public Notary)

(Signature of Lessor)

Seal

(Official Title)