# PRIVATE SCHOOLS FOR THE DISABLED PRESCRIBED "COST OF OWNERSHIP" FORMAT FOR A RELATED PARTY TRANSACTION <br> REAL AND PERSONAL PROPERTY <br> FOR THE 2005-2006 SCHOOL YEAR 

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

1. Lessor
$\qquad$
$\qquad$
$\qquad$
$\qquad$
2. Type of Property Leased/Rented: $\qquad$ Real Estate
$\qquad$
3. Description of Property $\qquad$
4. Term of Lease from $\qquad$ to $\qquad$
5. Type of Lease (please check one): $\qquad$ Open $\qquad$ Closed End
6. Annual Lease Payment(s): Year
$\qquad$
$\qquad$ 4.
7. $\qquad$ 6. $\qquad$
$\qquad$ 8. $\qquad$ 9. $\qquad$ 10. $\qquad$
8. Is this a sub-lease? If so, please attach a copy of the primary lease to this form.
$\square$
$\qquad$ No
9. Is the property leased by the private school for the disabled also leased/used by another organization or individual? $\qquad$ Yes $\qquad$ No If yes, see \#12.
10. Does the lessor conduct other business on any portion(s) of the property leased by the private school? $\qquad$ Yes $\qquad$ No If yes, see \#12.

## APPENDIX P <br> Date Issued: 6/2006

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

 2005-2006Lessor $\qquad$ Lessee $\qquad$
(2)

Allocated to
(3) Private School

All Other
Leases

1. Depreciation
2. Mortgage Interest
3. Real Estate Taxes
(1)

Total
$\qquad$
$\qquad$
$\qquad$
4. Property Insurance
5. Maintenance
6. Repairs
7. Insurance
8. Other (Itemize)
$\qquad$
$\qquad$
$\qquad$
$\qquad$
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 <br> DEPARTMENT OF EDUCATION <br> 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.

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


