



# Drexanne Evers International

Real Estate Management Consulting • Speaking

## DEI Associate Standard Operating Expenses

CATEGORY	DEI STD. % OF GCI	EXPENSE ITEMS INCLUDED	COMMENTS
GENERAL & ADMINISTRATIVE	4.50%	Franchise Fees, Bank Fees, Contributions, Other Expenses, Miscellaneous Expenses, Insurance, Bad Debts, Farm & Auction, Petty Cash, Taxes (Not Income), Ledger Adjustment	This expense category may be slightly higher when working with higher priced properties.
ADVERTISING & PROMOTION	21.00%	Advertising, Promotions, Signs, Marketing, Kiosks, Brochures, Flyers	
OCCUPANCY	4.00%	Rent, Utilities, Janitorial, Repair & Maint - Facility, Depreciation - Bldg & Leasehold Improvements, R E Taxes, Property Insurance, Supplies - Bldg.	
COMMUNICATIONS	2.50%	Telephone, Equipment, Unit Calls, Mail, Postage, Fax Print Copies, Long Distance	
PROFESSIONAL FEES & EXPENSES	1.50%	Legal, Accounting, Consulting	
SALES TEAM	35.00%	Salaries, Wages, S S Taxes, Unemployment Taxes, Health Insurance, Workman's Compensation, Retirement Benefits, Employee Benefits, Casual Labor	This expense category may be slightly higher when working with a high number of units.
OFFICE SUPPLIES & EXPENSES	4.00%	Stationery, Forms, Equipment, Furniture, Depreciation, Leases Equipment, Maintenance Equipment, Computers, Software, Web Development, Internet Access, Computer Consulting	
EDUCATION	0.50%	Training, Recruiting, Education	
TRAVEL & ENTERTAINMENT	3.00%	Auto, Meals, Travel, Entertainment, Auto Insurance, Fuel, Auto-Service	
SELLING & LISTING EXPENSES	4.00%	Relo, MLS, Dues & Subscriptions, E & O Insurance, Licenses, Awards, Permits, Gifts, Filing Fees, Listing Expenses, Selling Expenses	
TOTAL OPERATING EXPENSES	80.00%		

Revised January 22, 2006

**DREXANNE EVERS INTERNATIONAL**    [www.drexanne.com](http://www.drexanne.com)

8756 East State Route 22    Clarksville, Ohio 45113    Phone: 937-289-3119    Fax: 937-289-3316

Copyright 2005-2006 Drexanne Evers International. All rights reserved.