# APARTMENT INCOME QUESTIONNAIRE

**FOR THE 36 MONTHS FROM: 2017 TO 2019**

**NAME AND LOCATION OF PROPERTY**

**OWNER AND ADDRESS OF RECORD**

## SERVICES & UTILITIES INCLUDED IN RENT:
- ( ) HEAT
- ( ) A/C
- ( ) GAS
- ( ) ELECTRIC
- ( ) INTERNET
- ( ) WASHER/DRYER
- ( ) PARKING
- ( ) POOL
- ( ) EXERCISE ROOM
- ( ) SECURITY
- ( ) FURNISHINGS

## RENT SCHEDULES:

<table>
<thead>
<tr>
<th></th>
<th># UNITS</th>
<th>BATH/UNITS</th>
<th>2017 RENT/MO.</th>
<th>2018 RENT/MO.</th>
<th>2019 RENT/MO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFFICIENCY</td>
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</tr>
<tr>
<td>1 BEDROOM</td>
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<tr>
<td>2 BEDROOM</td>
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<tr>
<td>2 BEDROOM &amp; DEN</td>
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<tr>
<td>3 BEDROOM</td>
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<tr>
<td>3 BEDROOM &amp; DEN</td>
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<tr>
<td>OTHER (LIST)</td>
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<tr>
<td>PARKING # SPACES</td>
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<tr>
<td>COMMERCIAL:</td>
<td># UNITS</td>
<td>AREA SF</td>
<td>2017 RENT/SF</td>
<td>2018 RENT/SF</td>
<td>2019 RENT/SF</td>
</tr>
<tr>
<td>RETAIL / OFFICES</td>
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</tbody>
</table>

**SERVICES & UTILITIES INCLUDED IN RENT**

- ( ) HEAT
- ( ) A/C
- ( ) GAS
- ( ) ELECTRIC
- ( ) INTERNET
- ( ) WASHER/DRYER
- ( ) PARKING
- ( ) POOL
- ( ) EXERCISE ROOM
- ( ) SECURITY
- ( ) FURNISHINGS

**AN ITEMIZED COMPUTER PRINTOUT MAY BE ATTACHED IN LIEU OF FILLING OUT THE INCOME & EXPENSE SECTION.**

### ANNUAL INCOME:

1. TOTAL GROSS RENTS @ 100% OCCUPANCY
2. OWNER, JANITOR, MANAGER APARTMENTS
3. OTHER INCOME (LAUNDRY, POOL, ETC)
4. LOSS DUE TO VACANCY OR BAD DEBT
5. TOTAL ACTUAL INCOME (LINES 1-3 LESS LINE 4)

### EXPENSES:

- PAYROLL (EXCEPT MANAGER, REPAIR)
- SUPPLIES (JANITOR, BULBS, ETC.)
- ELECTRICITY & UTILITIES
- HEATING FUEL (TYPE OF FUEL)
- MANAGEMENT FEES/WAGES
- ADMINISTRATIVE COST (LIST)
- MAINTENANCE & REPAIRS (LIST)
- MISCELLANEOUS EXPENSES (LIST)
- FIRE INSURANCE & EXTENDED COVERAGE
- RESERVES FOR REPLACEMENTS (LIST)
- TOTAL EXPENSES (LINES 6 - 15)
- REAL ESTATE TAXES
- BUILDING DEPRECIATION
- MORTGAGE INTEREST PAYMENT
- CAPITAL EXPENDITURES (LIST)

### MORTGAGE/SALES INFORMATION:

1. IS THERE A CURRENT MORTGAGE ON THE PROPERTY? Yes ______ No ______
   IF YES, PLEASE PROVIDE THE FOLLOWING DATA:

<table>
<thead>
<tr>
<th>NAME OF MORTGAGEE</th>
<th>MORTGAGE AMOUNT</th>
<th>INTEREST RATE</th>
<th>TERM OF MORTGAGE</th>
</tr>
</thead>
</table>

2. PLEASE PROVIDE: DATE PURCHASED ______________ CONSIDERATION ______________

I DECLARE, UNDER THE PENALTIES OF PERJURY, THAT THE CONTENTS OF THIS FORM AND ALL THE ACCOMPANYING SCHEDULES AND STATEMENTS HAVE BEEN EXAMINED BY ME AND ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

____________
Owner’s Signature

____________
Title of Signer

____________
Date

____________
Print/Type Name of Signer

____________
Phone Number

RP-6 (REV. 01/2020)