



Apartment Rental
Income and Expense Reporting Form

Property Information

Property Owner _____ Geocode _____
Property Address _____ Doing Business As (DBA) or
Mailing Address _____ Building Name _____

Income and Expense Data

Rents received as of 12/31/_____ Please round to nearest dollar

- 1. Apartment rentals.....\$
2. Room rentals.....\$
3. Other rentals.....\$
4. Parking rental.....\$
5. Loss due to vacancy and/or collection.....\$
6. Other income and reimbursements.....\$
7. Amount of rentals subsidized by government(s).....\$

Expenses

- 8. Advertising.....\$
9. Cleaning.....\$
10. Commissions.....\$
11. Insurance.....\$
12. Legal and accounting fees.....\$
13. Management (cost of administering the leases).....\$
14. Repairs.....\$
15. Supplies.....\$
16. Property taxes.....\$
17. Utilities.....\$
18. Other (describe).....\$
19. Payroll associated with property (except management).....\$
20. Snow/trash removal and landscape maintenance.....\$
21. Maintenance (describe).....\$
22. Reserves for replacement.....\$
23. Security.....\$

Signature

Signature of Owner or Preparer _____ Date _____ SSN or FEIN _____
Print Name and Title _____ Contact Phone Number _____
Email Address _____

Income and Expense Data (continued)

| Project Amenities (Check any that may apply.) | | | | |
|---|--|--------------------------------------|--|--|
| <input type="checkbox"/> Swimming pool | <input type="checkbox"/> Sauna/hot tub | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Shops | <input type="checkbox"/> Fenced |
| <input type="checkbox"/> Tennis courts | <input type="checkbox"/> Washer/dryer | <input type="checkbox"/> Coffee shop | <input type="checkbox"/> Game room | <input type="checkbox"/> RV waste disposal |
| <input type="checkbox"/> Clubhouse | <input type="checkbox"/> Range | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Beauty shop | <input type="checkbox"/> Night lights |
| <input type="checkbox"/> Exercise room | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Bar | <input type="checkbox"/> Guest laundry | <input type="checkbox"/> Heated units |
| <input type="checkbox"/> Covered parking | <input type="checkbox"/> Storage | <input type="checkbox"/> Casino | <input type="checkbox"/> Convenience store | <input type="checkbox"/> On-site office |

| Expense Responsibilities | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|----------|--------------------------|--------------------------|--------------------------|
| | Owner | Tenant | Shared | | Owner | Tenant | Shared |
| Cleaning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cable TV | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Trash removal | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electric | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Building maintenance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parking lot maintenance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Apartment Data - Market rent is the rent currently required if the property/unit were vacant. | | | | | | | | | |
|---|------------------------|-------------------------|-----------|------------------------------|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| # of units | # of bedrooms per unit | # of bathrooms per unit | Furnished | Monthly market rent per unit | Check if applicable and list monthly rent if not included in market rent. | | | | |
| | | | | | Open parking | Covered parking | Storage | Garage 1 car | Garage 2 car |
| | | | Y / N | \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ |
| | | | Y / N | \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ |
| | | | Y / N | \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ |
| | | | Y / N | \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ |
| | | | Y / N | \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ |
| | | | Y / N | \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ |
| | | | Y / N | \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ | <input type="checkbox"/> \$ |

Please be advised that you are required to report if you have business equipment with a market value of \$100,000 or more. If you have or have recently acquired business equipment with a market value that exceeds \$100,000, please check the box below to receive a business equipment reporting form if one has not already been provided to you.

Please send me a business equipment reporting form.