



## 2022 Multi-Residential Property Information Request Form

<b>Owner Contact</b>
Roll Number:
Property Address:
Property Owner:
Phone Number:
Building Name:

<b>Contact Person (Please print)</b>	
Name	
Position	
Company Name	
Phone Number	
E-mail Address	

Is the property managed by a property management company or owner managed: <input type="checkbox"/> Property Management Company <input type="checkbox"/> Owner Managed	
Property Manager's Name _____	Phone Number: _____

<b>On Site Caretaker:</b> (Name)		<b>Phone Number:</b>	
<b>Caretaker Suite:</b>			
Does the Caretaker occupy a suite at zero or reduced rent? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes: What rent is being charged for 2022? _____ What is the normal rent for 2022? _____	
What is the suite number for the Caretaker? _____			

<b>Certification: I hereby certify that the attached information is true and correct.</b>	
Signature:	
Name (Please print)	Title:
Date:	
Daytime Phone #	Email:
<b>Please ensure that each page is initialed and dated by the company representative. If any other comments or notes need to be submitted, please attach separate sheets.</b>	

For Office Use Only.			
Data Entered by: _____	Date: _____	<input type="checkbox"/> Rent Roll	
Reviewed by _____	Date: _____	<input type="checkbox"/> I&E Survey	
		<input type="checkbox"/> Attributes	

**2022 Income and Expenses**

Financial statements may be submitted instead of filling in the income and expense portion of the form.

<b>Roll Number:</b> _____	<b>Civic Address:</b> _____
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12 Month Fiscal Period Ending: _____
For partial year only please provide: Start Date: _____ End Date: _____ # of Months _____

RENTAL INCOME	\$ Amount	OPERATING EXPENSES	\$ Amount
Potential Rent (100% Occupancy)		Insurance	
Laundry		Management Fees	
Parking		Advertising	
Other Rent (Explain)		Heating	
<b>Total Potential Income</b>		Electricity	
		Water and Sewer	
		Total Utilities (water/sewer, electricity, and heating if combined)	
<b>Vacancy</b>	<b>\$ Amount</b>	Building Maintenance & Repairs	
Apartment Vacancy in Dollars		Grounds Maintenance	
Apartment Incentives		Legal & Audit	
Apartment Collection Loss		Security	
		Supplies and Materials (Office, etc.)	
		Garbage Removal & Exterminating	
<b>Capital/Renovation Expenses</b>	<b>\$ Amount</b>	Janitorial/Cleaning Services	
		Elevators	
		Property Taxes	
		Other Operating Expenses (Explain)	
		<b>Total Property Expenses</b>	

**Building Maintenance & Repairs:** Those expenses that normally recur annually and/or are necessary to keep the property operating.

**Capital/Renovations Expenses:** Those expenses that do not occur annually, involving replacement of worn out or obsolete components where replacement is of significant duration and cost i.e. boilers, windows, doors, roof, etc.

Amenities included in Rent	Circle one	Amenities Included in Rent	Circle one
Heat	Yes / No	Air Conditioning	Yes / No
Electricity	Yes / No	Dishwasher	Yes / No
Water/Sewer	Yes / No	In – Suite Laundry	Yes / No
Parking	Yes / No	Coin Operated Laundry	Yes / No
Cable TV	Yes / No		

