

APARTMENT INCOME AND EXPENSE SURVEY

FOR OFFICE USE ONLY	
PARCEL IDENTIFICATION	
PHYSICAL LOCATION	
DATE MAILED	
DATE RETURNED	
LAND USE CODE	
SURVEY YEAR	

DEBT SERVICE INFORMATION (WITHIN LAST FIVE YEARS)							
	LOAN AMOUNT	LOAN DATE	TERM	INTEREST RATE %	PAYMENT (P&I)	PAYMENT FREQUENCY (MONTHLY OR YEARLY)	
A	1						
	2						
HAS THERE BEEN A PROFESSIONAL APPRAISAL ON THIS PROPERTY IN THE LAST FIVE YEARS? (IF YES, PLEASE PROVIDE)						YES	NO
CERTIFICATION <small>(STATE LAW REQUIRES CERTIFICATION BY THE OWNER OR OFFICIALLY AUTHORIZED REPRESENTATIVE)</small>							
PLEASE PRINT OR TYPE ALL INFORMATION EXCEPT SIGNATURE							
B	1	NAME OF MANAGEMENT COMPANY					
	2	ADDRESS					
	3	CONTACT PERSON/PHONE					
	4	EMAIL ADDRESS					
All information including the accompanying schedules and statements have been examined by me, and to the best of my knowledge and belief are true, correct, and complete.							
	5	SIGNATURE			DATE		
	6	PRINT NAME					
	7	TITLE					
VACANCY & CONCESSION INFORMATION							
C	VACANCY AS OF JANUARY 1, 2014		NUMBER OF UNITS	OR	% OF TOT UNITS		
	VACANCY AS OF JANUARY 1, 2013		NUMBER OF UNITS	OR	% OF TOT UNITS		
	VACANCY AS OF JANUARY 1, 2012		NUMBER OF UNITS	OR	% OF TOT UNITS		

SECTION C IS CONTINUED ON THE NEXT PAGE

VACANCY & CONCESSION INFORMATION --CONTINUED							
C	UNIT TYPE		AMOUNT/MONTH		TOTAL	YR 2014	
	UNIT TYPE		AMOUNT/MONTH		TOTAL	YR 2013	
	UNIT TYPE		AMOUNT/MONTH		TOTAL	YR 2012	
SUBSIDIZED, DISABILITY, AND AGE-RESTRICTED HOUSING INFORMATION							
D	1	IS THIS PROPERTY A PARTICIPANT IN ONE OF THE HUD OR OTHER LOW-INCOME HOUSING PROGRAMS? (PLEASE SPECIFY TYPE BELOW)			YES	OR	NO
		PLEASE CHECK THE TYPE OF HOUSING THAT APPLIES		221-D3	221-D4		236
			SECT. 8 PROJECT BASED		SECT. 8 TENANT BASED		
			ADU PROGRAM		LIHTC		
			OTHER (SPECIFY)				
	2	HOW MANY UNITS HAVE WHEELCHAIR ACCESSIBILILTY?					
	3	HOW MANY UNITS, IF ANY, ARE RESERVED SPECIFICALLY FOR ELDERLY TO RENT?					
INCOME INFORMATION							
E	1	POTENTIAL INCOME	2014	2013	2012		
		MARKET RENT AT 100% OCCUPANCY					
	2	INCOME LOSS (VACANCY)					
		INCOME LOSS (RENT COLLECTIONS)					
	3	INCOME LOSS (CONCESSIONS)					
		INCOME LOSS (EMPLOYEE QUARTERS)					
	4	ACTUAL GROSS INCOME					
		PRIMARY RENTAL INCOME (SUM OF 1,2,3)					
		COMMERCIAL TENANT INCOME					
		LAUNDRY INCOME					
		UTILITY/SERVICES REIMBURSEMENTS					
		PARKING INCOME					
		SPECIAL FEES, CLUBHOUSE RENTAL, VENDING					

INCOME INFORMATION—CONTINUED						
		2014	2013	2012		
4	FURNITURE RENTAL INCOME					
	NSF, LATE FEES, DAMAGES					
	HUD INTEREST SUBSIDY REIMBURSEMENTS					
	MISCELLANEOUS INCOME					
	ANTENNA/TELECOM TOWER INCOME					
	TOTAL ACTUAL GROSS INCOME					
NEW CONSTRUCTION, CAPITAL IMPROVEMENTS, RENOVATIONS, AND DEFERRED MAINTENANCE						
1	NEW CONSTRUCTION	NUMBER OF NEW UNITS COMPLETE AS OF JULY 1				
		NUMBER OF UNITS NOT YET COMPLETED				
2	HAVE THERE BEEN CAPITAL IMPROVEMENTS TO THE PROPERTY DURING THE REPORTING PERIOD?					
		YES		NO		
	<i>IF YES, PLEASE PROVIDE TOTAL COST AND ATTACH A DETAILED LIST OF IMPROVEMENTS ON A SEPARATE PAGE</i>					
	# OF UNITS IMPROVED OR RENOVATED DURING THE REPORTING PERIOD			TOTAL COST OF RENOVATIONS		
	#OF IMPROVED OR RENOVATED UNITS OFF-MARKET AS OF JULY 1			TIME OFF-MARKET (MOS.)		
3	DOES THIS PROPERTY HAVE ANY ITEMS OF DEFERRED MAINTENANCE?					
		YES		NO		
	<i>IF YES, PLEASE PROVIDE TOTAL COST AND ATTACH A DETAILED LIST OF IMPROVEMENTS ON A SEPARATE PAGE</i>					

ANNUAL OPERATING EXPENSES					
		2014	2013	2012	
G	1	UTILITIES			
		WATER			
		SEWAGE			
		ELECTRICITY			
		NATURAL GAS			
		OTHER (SPECIFY)			
	2	MAINTENANCE AND REPAIR			
		MAINTENANCE PAYROLL/SUPPLIES			
		HVAC REPAIRS			
		ELECTRIC/PLUMBING REPAIRS			
		ELEVATOR REPAIRS			
		ROOF REPAIRS			
		POOL/RECREATIONAL REPAIRS			
		COMMON AREA/EXTERIOR REPAIRS			
		DECORATING (CARPET, PAINT, ETC.)			
	OTHER REPAIRS/MAINTENANCE (SPECIFY)				
	3	MANAGEMENT AND ADMINISTRATIVE			
		MANAGEMENT FEES			
		OTHER ADMINISTRATIVE/PAYROLL			
	4	SERVICES			
		JANITORIAL/CLEANING			
		LANDSCAPE			
		TRASH SERVICE			
		SECURITY/POOL SERVICE			
		EXTERMINATION			
		SNOW REMOVAL			
	OTHER SERVICES (SPECIFY)				
5	INSURANCE AND TAXES				
	FIRE AND CASUALTY INSURANCE (ONE YEAR)				
	OTHER TAXES, FEES, HOA (NOT REAL ESTATE TAXES)				
	TOTAL OPERATING EXPENSES				
H	NET OPERATING INCOME (TOTAL ACTUAL INCOME FROM SECTION E; LESS TOTAL EXPENSES FROM SCHEDULE G BEFORE REAL ESTATE TAXES)				
I	REAL ESTATE TAXES				
J	RESERVES FOR REPLACEMENT				

