

RENTAL INSTRUCTIONS RESIDENTIAL USES

Provide information as requested for all areas of the property that are potentially rentable. If the form does not provide a sufficient number of spaces to list all of your tenants, please make a copy of the blank form before proceeding and attach completed copies. For part **3) TENANT DETAIL**, a computer print-out or other such listing that includes all of the requested information is also acceptable. However, please use the form provided for all other information requested.

1) HOUSING TYPE

Place a check in the space provided to the right of the description that best describes the type of residential housing being reported.

2) UNIT SUMMARY

The **UNIT SUMMARY** is used to determine the total number and average monthly rent for each type of unit in the building. Locate the appropriate lines that describe the units in your building and write the number of units and average monthly rent. For example, line 2 should be used to supply the number of units and average monthly rent for one bedroom units; line 3 should be used to supply the number of units and average monthly rent for two bedrooms. Use lines 6 through 8 to supply information including the number of bedrooms and bathrooms for unit types not already pre-printed. Also indicate the **TOTAL NUMBER OF UNITS** and **TOTAL UNITS VACANT AS OF 1/1/2019**.

3) TENANT DETAIL

TENANT NAME (OR VACANT) - Print the name of each tenant who occupied a unit on 1/1/2019 in this column. For any space that is vacant, write "VACANT". Indicate any areas that are occupied by the owner of the building.

UNIT TYPE - Describe the rental unit by indicating the number of bedrooms and number of bathrooms in the unit. Follow the examples outlined below to determine "UNIT TYPE":

<u>Description</u>	<u>Unit Type</u>
Studio, w/1 bath	Studio
1 Bedroom, 1 bath	1BR
2 Bedroom, 1 bath	2BR
3 Bedroom, 2 bath	3BR
Etc.	

MONTHLY RENT AS OF 1/1/2019 - Indicate the monthly rent for rented areas as of January 1, 2019. For areas that are vacant or owner occupied, indicate the monthly rent you would have charged for the area as of January 1, 2019.

MONTHLY PARKING RENT ON 1/1/2019 -- Indicate the monthly rent for parking spaces rented as of January 1, 2019.

NUMBER OUTDOOR SPACES - Indicate the total number of outdoor parking spaces provided to the tenant.

NUMBER INDOOR SPACES - Indicate the total number of indoor parking spaces provided to the tenant.

How many units does the owner occupy? Indicate the total number of units occupied by the owner and other family members.

4) MISCELLANEOUS INCOME

SOURCE OF INCOME - Identify the source of any additional income that is derived from the property that are not directly attributable to any one tenant. For example, laundry facilities, recreation facilities, vending machines, pay phones, etc.

ANNUAL INCOME - State the annual gross income under each source.

5) PARKING INFORMATION

TOTAL NO. SPACES - Indicate the total number of available outdoor parking spaces on the top line. Indicate the total available indoor parking spaces on the bottom line. These totals should reflect the total number of parking spaces on the site whether rented or vacant.

SINGLE SPACE MONTHLY RENT - Indicate the monthly rent for a single parking space. Use the top line to indicate the number of outdoor spaces, use the bottom line to indicate the number of indoor spaces.

6) INCOME SUMMARY FOR CALENDAR YEAR 2018

TOTAL POTENTIAL GROSS INCOME - Indicate the total amount of income that the property would have generated during calendar year 2018 all units were fully leased for the entire year at market level rents.

TOTAL CONCESSIONS - Indicate the total amount of revenue foregone through rent concessions in 2018.

TOTAL VACANCIES - Indicate the total amount of revenue foregone due to vacancies during 2018.

TOTAL COLLECTION LOSS - Indicate the total amount of revenues foregone due to bad debt and collection losses that occurred during 2018.

TOTAL MISC. INCOME - Indicate the total amount of miscellaneous income derived from the property during 2018.

TOTAL PARKING INCOME - Indicate the total amount of parking income collected during 2018.

TOTAL RENT COLLECTED - Indicate the gross income collected during calendar year 2018 by adding up the individual amounts under the **TOTAL RENT COLLECTED 2018** column. Also include any income received from **MISCELLANEOUS** and **PARKING** income. If you are charging market level rents, this figure should equal **TOTAL POTENTIAL GROSS INCOME minus TOTAL CONCESSIONS minus TOTAL VACANCIES minus TOTAL COLLECTION LOSS plus TOTAL MISC. INCOME plus TOTAL PARKING INCOME**.