



## 2021 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 2021? _____ What is the normal rent for 2021? _____	
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	

**2021 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 _____

<b>RENTAL INCOME</b>	<b>\$ Amount</b>	<b>OPERATING EXPENSES</b>	<b>\$ Amount</b>
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.

<b>Amenities included in Rent</b>	<b>Circle one</b>	<b>Amenities Included in Rent</b>	<b>Circle one</b>
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		

## 2021 Multi-Residential Rent Roll

**Roll Number:**

(If required, please photo-copy for larger complexes or attach a copy of the rent roll)

Page \_\_\_\_\_ of \_\_\_\_\_

**Total Number of Units** \_\_\_\_\_

Suite Number	Unit Size (sq ft)	Rental Type (Check One)			# of Months Vacant	Monthly Rent (\$)	Indicate Yes or No (Y/N)			Floor (Basement, 1 <sup>st</sup> , 2 <sup>nd</sup> , etc.)	No. of Bedrooms (Bachelor, 1, 2, 3, etc.)	Type of Parking (Check One)			Parking Rent (\$) (if not included in monthly rent)
		Tenant	Owner	Vacant			Subsidized	Month to Month	Balcony/Deck			Surface	Underground	Garage	