



2024 Multi-Residential Property Information Request Form

Owner Contact
Roll Number:
Property Address:
Property Owner:
Phone Number:
Building Name:

Contact Person (Please print)	
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: _____	

On Site Caretaker: (Name)		Phone Number:	
Caretaker Suite:			
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 2024? _____ What is the normal rent for 2024? _____	
What is the suite number for the Caretaker? _____			

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

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	

2024 Income and Expenses

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

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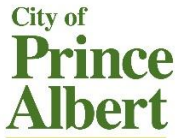
12 Month Fiscal Period Ending: _____
For partial year only please provide: Start Date: _____ End Date: _____ # of Months _____

RENTAL INCOME	\$ Amount	OPERATING EXPENSES	\$ Amount
Potential Rent (100% Occupancy)		Insurance	
Laundry		Management Fees	
Parking		Advertising	
Other Rent (Explain)		Heating	
Total Potential Income		Electricity	
		Water and Sewer	
		Total Utilities (water/sewer, electricity, and heating if combined)	
Vacancy	\$ Amount	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	
Capital/Renovation Expenses	\$ Amount	Janitorial/Cleaning Services	
		Elevators	
		Property Taxes	
		Other Operating Expenses (Explain)	
		Total Property Expenses	

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		



2024 Multi-Residential Rent Roll

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