

**Income / Expense Verification
Apartment Complex**

Property Name: _____

Address: _____

Account #: R _____ **Year (or time frame) of data:** _____ **(12 Months)**

Total Units _____ **Annual Vacancy Rate** _____ %

INCOME

Rental Income: _____

Collection Loss: _____

Other Income: _____ (Source) _____

Other Income: _____ (Source) _____

Miscellaneous Income: _____

EXPENSES

Management Fee: _____

Advertising: _____

Insurance: _____

Salaries

 Manager: _____

 Asst. Manager: _____

 Maintenance: _____

 Other _____:

Administration

 Legal: _____

 Accounting: _____

 Lease Fees/Comm.: _____

 Other _____:

Services

 Janitorial: _____

 Security: _____

 Exterminator: _____

 Trash Removal: _____

 Lawn Care: _____

 Other _____:

Real Property Taxes: _____

Mortgage Int / Pymt: _____

Utilities

 Telephone: _____

 Electricity: _____

 Gas: _____

 Water/Sewer: _____

Minor Repairs & Maintenance:

 Building: _____

 HVAC: _____

 Plmb / Elec: _____

 Supplies: _____

 Roof: _____

 Parking: _____

 Paint / Deco: _____

 Other _____:

Major Repairs:

 Building: _____

 Roof: _____

 Parking: _____

 Tenant Imps: _____

 Other _____:

Reserves for Replacement: _____

Depreciation: _____

Are any units owner-occupied, or supplied to employees rent-free? _____ If yes, how many? _____

What kind of rent concessions/etc.(if any) are being made? _____

Comments: _____

Completed by: _____ Date: _____ Phone: _____

Unit Mix & Rates

Extra lines allow different square feet entries for same unit types. Please add "TH" for townhouse units.

_____ Efficiency W/ _____ Sq Ft @ _____ P/Month

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_____ 1 Bed 1 Bath W/ _____ Sq Ft @ _____ P/Month

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_____ 1 Bed 1 Bath W/ _____ Sq Ft @ _____ P/Month

_____ 1 Bed 1 Bath W/ _____ Sq Ft @ _____ P/Month

_____ 2 Bed 1 Bath W/ _____ Sq Ft @ _____ P/Month

_____ 2 Bed 1 Bath W/ _____ Sq Ft @ _____ P/ Month

_____ 2 Bed 1 Bath W/ _____ Sq Ft @ _____ P/Month

_____ 2 Bed 1 Bath W/ _____ Sq Ft @ _____ P/Month

_____ 2 Bed 2 Bath W/ _____ Sq Ft @ _____ P/Month

_____ 2 Bed 2 Bath W/ _____ Sq Ft @ _____ P/ Month

_____ 2 Bed 2 Bath W/ _____ Sq Ft @ _____ P/Month

_____ 2 Bed 2 Bath W/ _____ Sq Ft @ _____ P/Month

_____ 3 Bed 2 Bath W/ _____ Sq Ft @ _____ P/Month

_____ 3 Bed 2 Bath W/ _____ Sq Ft @ _____ P/Month

_____ 4 Bed 2 Bath W/ _____ Sq Ft @ _____ P/Month

_____ 4 Bed 2 Bath W/ _____ Sq Ft @ _____ P/Month

Amenities (Check if Yes)

Mini Blinds _____ Alarm System _____ Bills Paid _____ Pet Fees _____ Covered Patios _____ Security Patrol _____

Ceiling Fans _____ Extra Storage _____ Vaulted Ceilings _____ Washer/Dryer Hookups _____ Rental Furniture _____

Other Features (Enter # of items)

Clubhouses _____ Laundry Rooms _____ Balconies _____ Fireplaces _____ Employee Units _____

Pools _____ Tennis Courts _____ Jacuzzi/Sauna _____ Garages _____ Down Units _____

List other: _____