

CONFIDENTIAL PROPERTY INFORMATION FORM (APARTMENTS)

1) Please complete this **box only** if property was purchased between 2011 and 2019.

Purchased Land Only
 Purchased Land & Building(s)

FOR \$ _____ IN _____ (YEAR)

IF THE ABOVE PURCHASE PRICE INCLUDES ANY AMOUNT FOR ITEMS OTHER THAN REAL ESTATE (SUCH AS FURNITURE & FIXTURES, MACHINERY & EQUIPMENT) PLEASE DETAIL BELOW.

ITEMS _____

AMOUNT \$ _____

2) Please complete this box only if property was built between 2011 and 2019					
	ALL COSTS SHOULD INCLUDE LABOR, MATERIALS, ARCHITECTURAL FEES, CONTRACTORS OVERHEAD AND PROFIT.				BUILDING COST SHOULD INCLUDE ALL MECHANICAL FEATURES (PLUMBING, HEATING, AIR CONDITIONING, ETC.) AS WELL AS THE STRUCTURE ITSELF.
	COST	YEAR	COST	YEAR	COMMENTS
SITE (LAND) IMPROVEMENTS					
BUILDINGS					
ADDITIONS TO ORIGINAL BUILDING					
PAVING					
OTHER YARD ITEMS					
TOTAL					

REMODELING DATA	3) Please complete this box only if property was remodeled between 2011 and 2019. Please explain in detail which building was remodeled, indicate cost and year		
REMODELED COST PAID FOR BY	Owner		Tenant

SEE BACK OF FORM FOR ADDITIONAL INFORMATION

OPERATING STATEMENT FISCAL YEAR _____

Please attach Rent Roll and Income and Expense Statement in addition to, or in lieu of, this form.

GROSS ANNUAL RENTAL INCOME FOR APARTMENT UNITS

FLOOR PLAN DESCRIPTIONS

of Units

FLOORPLAN	# of Units	Deposit	Size of Units	Monthly Rent per Unit	Misc. Income		
(Example) 1 Bedroom/1 Bath						Year Built	
(Example) 2 Bedroom/2 Bath						Last Rehab	
						Application Fee	
						Length of leases	
						Pet Deposit	
						Pet Refund	
						% Occupied	
						Units Available	
						Electricity:	
						<input type="checkbox"/> Owner Pays	<input type="checkbox"/> Resident Pays
						Heat:	
						<input type="checkbox"/> Gas	<input type="checkbox"/> Electricity
						Cooking:	
						<input type="checkbox"/> Gas	<input type="checkbox"/> Electricity
						Hot Water:	
						<input type="checkbox"/> Gas	<input type="checkbox"/> Electricity

Amenity List:

- | | | | |
|-------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Pets | <input type="checkbox"/> Fitness Center | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Washer/Dryer Connections |
| <input type="checkbox"/> Clubhouse | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Icemakers | <input type="checkbox"/> Washer/Dryer Furnished |
| <input type="checkbox"/> Pool(s) | <input type="checkbox"/> Disposal | <input type="checkbox"/> Mini Blinds | <input type="checkbox"/> Furnished Units |
| <input type="checkbox"/> Tennis | <input type="checkbox"/> Laundry Room | <input type="checkbox"/> Microwaves | |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Alarm System | <input type="checkbox"/> Play Area | |
| <input type="checkbox"/> Raquetball | <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Fireplace | |

Expenses for Year 20 _____
PLEASE do not list any expense twice!

ANNUAL OPERATING EXPENSES				
MANAGEMENT	FEE	\$		
	COMMISSIONS	\$		
	LEGAL AND ACCOUNTING	\$		
GENERAL	WAGES AND PAYROLL EXPENSES	\$		
	GROUP INSURANCE	\$		
	BUILDING SUPPLIES	\$		
	GARBAGE COLLECTION	\$		
	ADVERTISING	\$		
	MISCELLANEOUS (DO NOT PUT VACANCY LOSS HERE)	\$		
	CLEANING	SUPPLIES	\$	
		CONTRACT SERVICE	\$	
UTILITIES <i>(Not charged to tenant)</i>	ELECTRIC	\$		
	GAS	\$		
	WATER/SEWER	\$		
	TELEPHONE	\$		
ELEVATORS	REPAIRS	\$		
	CONTRACT SERVICE	\$		
MAINTENANCE / REPAIRS	DECORATING	\$		
	MAINTENANCE EXPENSES	\$		
LARGE CAPITAL EXPENSES	MAJOR REPAIRS NOT USUALLY DONE EACH YEAR	\$		
RESERVE FOR REPLACEMENTS	Amount held in reserve for replacing items such as roofs, water heaters, etc.	\$		
FIXED EXPENSE	REAL ESTATE INSURANCE (ANNUAL)	\$		
	REAL ESTATE TAXES	\$		
	OTHER EXPENSES (Homeowner's Association Fees, etc.)	DEFINE EXPENSE \$		
	DEPRECIATION	\$		
	INTEREST ON MORTGAGE	\$		
	LAND RENT (if leased land)	\$		
	TOTAL	\$		

Please attach any additional information that you feel may be related to this data. **If you have this information in another format or spreadsheet, you may submit it in that form.** *Please show only one year's expense per worksheet.*

Signature of Owner or Agent

Telephone Number

Date