

PLEASE COMPLETE THIS FORM AND RETURN TO:

CITY OF JANESVILLE ASSESSOR'S OFFICE, PO BOX 5005, JANESVILLE, WI 53547-5005

GENERAL INSTRUCTIONS:

1. If you provide this information, it is **CONFIDENTIAL** and not available for public view per WI Statute 70.47(7)(af) and Janesville Ordinance 2.58.060 C.
2. Please complete both sides of this form. Copy and submit multiple forms if more space is needed.
3. In lieu of completing this form, you may provide a copy of Income and Expense reports you may already have, provided that they include all the information requested by this form.

**FORM: MULTIPLE FAMILY
RESIDENTIAL**

4. Provide data for CALENDAR YEAR 2019.

APARTMENT TYPES (BEDROOMS / BATHROOMS)	TOTAL APARTMENTS BY TYPE	TOTAL <u>MONTHS</u> OF VACANCY BY <u>APARTMENT TYPE</u>	TYPICAL OR AVERAGE MONTHLY RENT PER APARTMENT TYPE	MARKET RENT - MONTHLY RATE YOU WOULD CHARGE IF NOW RENTING A VACANT APARTMENT	2019 REVENUE (RENT AND OTHER REVENUE PAID TO LANDLORD BY TENANTS) <i>IF THERE IS A CHARGE FOR ANY OF THE FOLLOWING ITEMS, BUT IT IS INCLUDED IN THE RENT (NOT TRACKED AS SEPARATE REVENUE) THEN JUST PLACE AN "X" IN THE BOX</i> <i>IF REVENUE IS COLLECTED IN ADDITION TO THE APARTMENT RENT, THEN LIST THE TOTAL ACTUAL AMOUNT</i>	AMOUNT IN \$\$\$\$	EXAMPLE RESPONSE
<i>EXAMPLE RESPONSE</i>							
2 BEDROOM / 1 BATHROOM	6	5	625	675			
3 BEDROOM / 1 BATHROOM	2	2	750	825			
TOTAL NUMBER OF ALL APARTMENTS	8						
PLEASE PROVIDE YOUR DATA FOR CALENDAR YEAR 2019 IN THE ROWS BELOW							
SINGLE ROOM OCCUPANCY (SRO)					TOTAL ANNUAL RENT RECEIVED FOR ALL APARTMENT TYPES		58,625
EFFICIENCY / 1 BA					LAUNDRY		1250
1 BEDROOM / 1 BATHROOM					PARKING		0
2 BEDROOM / 1 BATHROOM					STORAGE		0
2 BEDROOM / 2 BATHROOM					HEAT/ELECTRIC		X
3 BEDROOM / 1 BATHROOM					WATER/SEWER		X
3 BEDROOM / 2 BATHROOM					CABLE/INTERNET		0
4 BEDROOM / 1 BATHROOM					FORFEITED SECURITY DEPOSITS		1600
4 BEDROOM / 2 BATHROOM					PET FEES (NOT INCLUDED IN RENT)		600
OTHER BED/BATH COMBOS (LIST BELOW)					SERVICES/VENDING		0
					CLUBHOUSE/POOL/COMMON AREA RENTAL		0
					EXERCISE EQUIPMENT		0
					BILLBOARD/CELL TOWER/OTHER GROUND LEASE		0
					OTHER (LIST)		0
					OTHER (LIST)		0
TOTAL NUMBER OF ALL APARTMENTS					TOTAL OF ALL REVENUE		62075

Compared to the prior two years, are the above Revenues generally (circle one): **CONSISTENT** / MORE THAN 15% HIGHER / MORE THAN 15% LOWER

If Revenues were 15% higher or lower than the prior two years experience, why?

Is there a property manager that lives on the property? YES / NO

Do you have a waiting list of people interested in renting an apartment on this property? YES / NO If Yes, how many people are on the list?

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2. Complete both sides of this form. Copy and submit multiple forms if more space is needed.
3. In lieu of completing this form, you may provide in another format, provided that includes all the information requested by this form.
4. List expenses incurred in the most appropriate category below.
5. Prorate expenses that you may have incurred that cover multiple years. Example: leasing costs, insurance, security, etc.
6. Do not include depreciation allowance, mortgage payments or property taxes.

7. Provide data for CALENDAR YEAR 2019.

**FORM: MULTIPLE FAMILY
RESIDENTIAL**

CATEGORY	ITEM	2019 EXPENSES \$\$\$\$	
ADMINISTRATIVE	MANAGEMENT (OWNERSHIP) FEES	\$	
	WAGES/BENEFITS/HOUSING ALLOWANCE	\$	
	OFFICE SUPPLIES/EQUIPMENT	\$	
	MARKETING/ADVERTISING	\$	
	LEASING COSTS (IF SEPARATE FROM ABOVE ITEMS)	\$	
	ACCOUNTING/LEGAL (IF SEPARATE FROM ABOVE ITEMS)	\$	
	INSURANCE	\$	
	RENT CONCESSIONS/INCENTIVES	\$	
	EVICTIONS	\$	
	UTILITIES	GAS/ELECTRIC COMMON AREAS	\$
		GAS/ELECTRIC RENTAL UNITS	\$
		SEWER/WATER	\$
		CABLE/INTERNET	\$
		TRASH/RECYCLING	\$
		JANITORIAL/CLEANING	\$
		LANDSCAPING/LAWN CARE	\$
		SNOW REMOVAL	\$
PEST CONTROL		\$	
NORMAL REPAIRS AND MAINTENANCE		\$	
OPERATIONS/MAINTENANCE/SERVICES	SECURITY	\$	
	ELEVATOR	\$	
	POOL	\$	
	PLAYGROUND	\$	
	CLUBHOUSE	\$	
	EXERCISE ROOM/EQUIPMENT	\$	
	OTHER (LIST)	\$	
	OTHER (LIST)	\$	
	ROOFING	\$	
	SIDING/DECKS/PORCHES	\$	
	WINDOWS/DOORS	\$	
	HVAC/PLUMBING/ELECTRICAL	\$	
	PARKING LOT(S)	\$	
	RENTAL UNIT RENOVATIONS (FLOORING/CABINETS/FIXTURES)	\$	
	APPLIANCE REPLACEMENT	\$	
OTHER (LIST)	\$		
OTHER (LIST)	\$		
TOTAL PROPERTY EXPENSES FOR THE YEAR 2019			

Compared to the prior two years, are the above expenses generally (circle one):
CONSISTENT / MORE THAN 15% HIGHER / MORE THAN 15% LOWER

If expenses were 15% higher or lower than the prior two years experience, why?

Briefly describe any major construction, remodeling or renovation completed in the past 5 years and the total project cost:

PREPARED BY (PRINT) _____ DATE _____ PHONE _____