

Instructions

1. Complete the rent roll providing all of the information requested below.
2. You may attach or provide your own form of rent roll. The attachment must include all of the information requested on this form.
3. Reported rent (and income) must be the current, in place, rent collected, as of the "Rent Roll Date" below. Reported rents may not include any forecasted, projected, market rent (or income) or any rent that exceeds what is legally permitted by applicable law or regulation.
 - a. If a unit is vacant, report in the "Current Rent" column the last legal rent collected and place an "X" in the column labeled "Vacant?".
4. Sign and date below or on the provided rent roll.
 - a. For purchase transactions, a seller-provided rent roll is required.

Rent Roll Date: _____

Property Address: _____

Unit Number*	Tenant Name	# of Bdrms	# of Baths	Square Footage	Current Rent (see 3 above)	Move-In Date	Vacant? ("X" if yes)	Lease Exp. Date	Date of Last Rent Increase	Rent Subsidy Program (Section 8, HAP, SCRIE, etc.)? ** ("X" if yes)

* List each of the units that are furnished _____

** Describe any rent subsidies (for example, Section 8, preferential, SCRIE, HAP) _____

Monthly Rental Income _____ Rent includes utilities: Gas Electricity Water Heat Garbage Cable TV None

Monthly Laundry Income _____ Are rental concessions being offered? Yes No

Monthly Parking Income _____ If yes, please describe: _____

Monthly Storage Income _____

Other Income _____

Other Income _____

Gross Monthly Income _____ What was the average monthly occupancy rate over the preceding 12 months? _____

See attached rent roll dated _____

I have personally prepared or reviewed the information herein or attached and certify that it is true and correct.

Applicant's Signature _____
Date

Applicant's Printed Name and Title