

Vacant Unit Listing

Unit Address:

No. Bedrooms: Size in Sq Ft:

Manager/ Owner: Phone:

Does unit have current rental license? Yes: No: Rental License #

Rent Requested: \$

Are there other rental units in the building? Yes: No:

If yes, how many:

Type of Unit:	Date Built:	Square Footage:	
1. Single Family	<input style="width: 60px;" type="text"/>	1. Prior to 1950	<input style="width: 60px;" type="text"/>
2. Duplex	<input style="width: 60px;" type="text"/>	2. 1951-1960	<input style="width: 60px;" type="text"/>
3. Four Plex or Row House	<input style="width: 60px;" type="text"/>	3. 1961-1980	<input style="width: 60px;" type="text"/>
4. Apartment House	<input style="width: 60px;" type="text"/>	4. 1981-1995	<input style="width: 60px;" type="text"/>
5. Mobile Home	<input style="width: 60px;" type="text"/>	5. 1996-present	<input style="width: 60px;" type="text"/>

Amenities/ Facilities (Please check only those that are supplied or available at no extra cost):

Air Conditioning	<input style="width: 100px; height: 20px;" type="checkbox"/>	Garbage Disposal	<input style="width: 100px; height: 20px;" type="checkbox"/>
Carpet	<input style="width: 100px; height: 20px;" type="checkbox"/>	Handicapped Accessible	<input style="width: 100px; height: 20px;" type="checkbox"/>
Coin-operated Laundry	<input style="width: 100px; height: 20px;" type="checkbox"/>	Laundry Hookups	<input style="width: 100px; height: 20px;" type="checkbox"/>
Dishwasher	<input style="width: 100px; height: 20px;" type="checkbox"/>	Microwave	<input style="width: 100px; height: 20px;" type="checkbox"/>
Drapes/ Miniblinds	<input style="width: 100px; height: 20px;" type="checkbox"/>	Off- Street parking services	<input style="width: 100px; height: 20px;" type="checkbox"/>
Dryer	<input style="width: 100px; height: 20px;" type="checkbox"/>	-Site Management/maintenar	<input style="width: 100px; height: 20px;" type="checkbox"/>
Extra Insulation	<input style="width: 100px; height: 20px;" type="checkbox"/>	Washer	<input style="width: 100px; height: 20px;" type="checkbox"/>
Other:	<input style="width: 100px; height: 20px;" type="checkbox"/>	Yard	<input style="width: 100px; height: 20px;" type="checkbox"/>
Other:	<input style="width: 100px; height: 20px;" type="checkbox"/>		

Utilities (circle type) & Appliances

Heat (Gas, Oil, Electric, Bottle Gas)	<input style="width: 100px; height: 20px;" type="checkbox"/>	<input style="width: 100px; height: 20px;" type="checkbox"/>	
Cook (Gas, Oil, Electric, Bottle Gas)	<input style="width: 100px; height: 20px;" type="checkbox"/>	<input style="width: 100px; height: 20px;" type="checkbox"/>	
Electricity	<input style="width: 100px; height: 20px;" type="checkbox"/>	<input style="width: 100px; height: 20px;" type="checkbox"/>	
Water Heater (Gas, Oil, Electric, Bottle Gas)	<input style="width: 100px; height: 20px;" type="checkbox"/>	<input style="width: 100px; height: 20px;" type="checkbox"/>	
Water	<input style="width: 100px; height: 20px;" type="checkbox"/>	<input style="width: 100px; height: 20px;" type="checkbox"/>	
Sewer	<input style="width: 100px; height: 20px;" type="checkbox"/>	<input style="width: 100px; height: 20px;" type="checkbox"/>	
Trash	<input style="width: 100px; height: 20px;" type="checkbox"/>	<input style="width: 100px; height: 20px;" type="checkbox"/>	
Who supplies the Refrigerator	<input style="width: 100px; height: 20px;" type="checkbox"/>	<input style="width: 100px; height: 20px;" type="checkbox"/>	
Who supplies the Stove	<input style="width: 100px; height: 20px;" type="checkbox"/>	<input style="width: 100px; height: 20px;" type="checkbox"/>	

Amount Of Contract Rent	\$	<input style="width: 100px; height: 20px;" type="text"/>
Utility Allowance	\$	<input style="width: 100px; height: 20px; text-align: right;" type="text" value="0"/>
Gross Rent	\$	<input style="width: 100px; height: 20px; text-align: right;" type="text" value="0"/>

Date Information Taken: **Initials:**