

Rental Housing Finance Survey  
Questionnaire

A. Property

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Owner/Manager identification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**This is a finance survey that covers all units in the property associated with the above address. A property consists of all the units and structures that are managed and owned together as a whole and may consist of more than one structure, postal address, or parcel of land. A structure is a building in which there are living quarters, either occupied or vacant. The questions are about the characteristics, both physical and financial, of the property as well as management related expenses.**

**C. Are you currently the owner of the property associated with item A above?**

Yes

→  
*Continue to question 1 on page 2*

No

**D. Can you provide the name, address, and telephone number of the current owner or manager of the property?**

*After obtaining below information, interview is concluded.*

Yes

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number (including area code): \_\_\_\_\_

No, don't know contact information of owner or manager

**1. How many residential units (separate living quarters) are in each building on this property?**

	Number of residential units	Number of floors
Building 1		
Building 2		
Building 3		
Building 4		
Building 5		
Building 6		
Building 7		
Building 8		
Building 9		
Building 10		

**2a. In what year was the oldest building on the property constructed?**

YEAR

**b. In what year was the most recent building on the property constructed (if applicable)?**

YEAR

**3a. Is the property associated with the address in item A on page 1-**

- Owned or leased by a public housing authority? —————> *If yes, end interview*
- A manufactured housing community? —————> *If yes, end interview*
- None of the above

**b. Is the property associated with the address in item A on page 1 –**

*Mark (X) only ONE box.*

- A housing property, not a condominium, with two or more units intended for rent?
- A condominium with AT LEAST 10 units for rent and one common owner?
- Primarily student housing, not owned or administered by an educational institution?
- An assisted living facility with separate living quarters intended for rent?
- Some other type of property? —————> *If yes, end interview*

**4a. In what year was the property acquired?**

YEAR

**b. What do you believe is the current market value of this property?**

\$

**c. On what information did you base your estimate of current market value?**

*Mark (X) ALL that apply.*

- Local tax assessment of the property
- Recent real estate appraisal
- Original purchase price plus inflation
- Original purchase price plus improvements and inflation
- Selling or asking price of similar properties in area
- Capitalization of current rental revenues
- Other – Specify

5. Of the total residential units identified in question 1, how many are-

	0 bedroom/ efficiency	1 bedroom	2 bedroom	3 bedroom	4 bedroom	5 bedrooms or more
Owner-occupied?						
Renter-occupied?						
Vacant for rent?						
Occupied by property personnel?						
Vacant intended for property personnel?						
Not for rent?						

6. How many residential units identified in question 5 as renter-occupied or vacant for rent are offered at each level of rent?

	0 bedroom/ efficiency	1 bedroom	2 bedroom	3 bedroom	4 bedroom	5 bedrooms or more
No rent						
Less than \$200						
\$200 - \$224						
\$225 - \$249						
\$250 - \$274						
\$275 - \$299						
\$300 - \$349						
\$350 - \$399						
\$400 - \$449						
\$450 - \$499						
\$500 - \$549						
\$550 - \$599						
\$600 - \$649						
\$650 - \$699						
\$700 - \$749						
\$750 - \$799						
\$800 - \$899						
\$900 - \$999						
\$1000 - \$1099						
\$1100 - \$1249						
\$1250 - \$1499						
\$1500 - \$1999						
\$2000 - \$2499						
\$2500 or more						

**7. Of the units identified in question 5 as renter-occupied or vacant for rent, what is the value of rent concessions offered to new or existing tenants?**

Mark (X) only ONE box.

- No rent concessions
- Less than one month's rent
- 1 month's rent
- Between 1 and 2 months' rent
- 2 months' rent
- Between 2 and 3 months' rent
- 3 or more months' rent

**8. Are any residential units identified in question 5 subject to legal age restriction?**

- Yes
- No

**9. How many units identified in question 5 are subject to rent control or stabilization (not associated with a subsidy program)?**

Units

**OR**

- None

**10. How many parking spaces are provided for residents of this property?**

Spaces

**11. Are the following items included in the rent?**

	Yes	No	Not Present
A Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Gas or oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D Trash collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F Fitness center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G Laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H Swimming pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I Concierge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**12a. Using the last year for which you have complete records, what were the total actual receipts from rent for all residential housing units on this property?**

\$ \_\_\_\_\_

**b. For what twelve month period are the receipts above reported?**

From        
MONTH YEAR

To        
MONTH YEAR

**c. What would total receipts from residential rent have been if the property were fully occupied during this period?**

\$ \_\_\_\_\_

**13. Is there any space specified for commercial uses in this property – i.e., nonresidential units such as a rental office, doctor’s office or any other business establishments?**

Yes

No

↓  
*Skip to question 15a*

**14a. About what percent of the total floor space in this property is used for commercial (nonresidential) purposes?**

\_\_\_\_\_ Percent

**b. Using the last year for which you have complete records, what were the total actual receipts from commercial rent for all such units in this property?**

\$ \_\_\_\_\_

**c. For what twelve month period are the receipts above reported?**

From        
MONTH YEAR

To        
MONTH YEAR

**15a. Who has the responsibility for the day-to-day management of the property?**

*Mark (X) only ONE box.*

Property owner

Management agent directly employed by owner

Management company

↓  
*Skip to question 16*

**b. On a monthly basis, how many hours does the owner spend in the management of this property?**

\_\_\_\_\_ Hours

16. In calendar year 2010, how much did you spend on each of the following operating expenses (do not include capital expenses)?

	Yearly Cost	OR	None
A Payroll costs for employees hired directly by owner	\$		<input type="checkbox"/>
B Real estate property taxes	\$		<input type="checkbox"/>
C Insurance	\$		<input type="checkbox"/>
D Utilities paid by the owner	\$		<input type="checkbox"/>
E Maintenance and repairs	\$		<input type="checkbox"/>
F Management company	\$		<input type="checkbox"/>
G Other professional services (legal, accounting)	\$		<input type="checkbox"/>
H Other operating expenses – Specify	\$		<input type="checkbox"/>
	\$		
	\$		

17. During calendar years 2009 or 2010, were any of the following capital improvements or upgrades/replacements made at this property? If so, what were their associated costs?

Mark (X) ALL that apply.

	2009   2010		Cost
	Yes		
A Heating or air conditioning system	<input type="checkbox"/>	<input type="checkbox"/>	\$
B Roof	<input type="checkbox"/>	<input type="checkbox"/>	\$
C Windows	<input type="checkbox"/>	<input type="checkbox"/>	\$
D Doors	<input type="checkbox"/>	<input type="checkbox"/>	\$
E Flooring/carpeting	<input type="checkbox"/>	<input type="checkbox"/>	\$
F Exterior	<input type="checkbox"/>	<input type="checkbox"/>	\$
G Plumbing system	<input type="checkbox"/>	<input type="checkbox"/>	\$
H Electrical system	<input type="checkbox"/>	<input type="checkbox"/>	\$
I Kitchen facilities	<input type="checkbox"/>	<input type="checkbox"/>	\$
J Bathroom facilities	<input type="checkbox"/>	<input type="checkbox"/>	\$
K Security system	<input type="checkbox"/>	<input type="checkbox"/>	\$
L Swimming pool	<input type="checkbox"/>	<input type="checkbox"/>	\$
M Playground or play area	<input type="checkbox"/>	<input type="checkbox"/>	\$
N Handicapped/universal access	<input type="checkbox"/>	<input type="checkbox"/>	\$
O Other capital improvements or upgrades- specify	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	\$
	<input type="checkbox"/>	<input type="checkbox"/>	\$

**18. How would you best describe the current ownership entity?**

Mark (X) only ONE box.

- Individual investor, including joint ownership by two or more individuals such as husband and wife
- Trustee for estate
- Limited liability partnership
- Limited liability company
- Tenant in common
- General partnership
- Real Estate Investment Trust (REIT)
- Life insurance company
- Financial institution other than life insurance company
- Pension fund or retirement fund
- Real estate corporation
- Corporation other than real estate corporation
- Housing cooperative organization or stock cooperative
- Non-profit (including religious institution, labor union, or fraternal organization)
- Other kind of institution – Specify

\_\_\_\_\_

**19a. Is there a mortgage or similar debt on this property?**

- Yes
- No → Skip to question 36a

**b. How many mortgages or similar debts are there on this property?**

\_\_\_\_\_ Mortgages or similar debts

**20. Is the debt on this property a-**

	Yes	No
Mortgage, deed of trust, or trust deed?	<input type="checkbox"/>	<input type="checkbox"/>
Contract to purchase, land contract, or purchase agreement?	<input type="checkbox"/>	<input type="checkbox"/>
Line of credit secured by the property or a property equity loan?	<input type="checkbox"/>	<input type="checkbox"/>
Some other loan secured by the property (not personal loans or consumer finance loans)	<input type="checkbox"/>	<input type="checkbox"/>

**21. With regards to the debt on this property-**

	Yes	No	Don't Know
A Was a personal guarantee required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Was there cross-collateralization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Were there any other properties included in this first mortgage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22a. When did the current FIRST mortgage loan on this property originate?

        
MONTH    YEAR

b. What was the original principal balance?

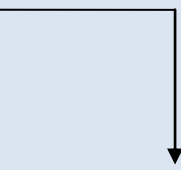
\$

c. What was the appraised value of the property at time of origination?

\$

23. Is the current FIRST mortgage on this property—

- The same mortgage that was assumed when the property was acquired?
- A new mortgage that was placed when the property was acquired?
- A refinancing of a previous loan?
- A mortgage placed on a property previously owned free and clear of debt?
- A construction loan converted to permanent financing?



24. Where did you get the current FIRST mortgage on this property?

Mark (X) ALL that apply.

- Commercial bank or trust company
- Savings and loan association, Federal savings bank, mutual savings bank
- Life insurance company
- Mortgage bank or mortgage company
- Real Estate Investment Trust (REIT)
- Pension fund or retirement fund
- Credit union
- Finance company (including consumer discount company, industrial bank, cooperative bank)
- State or municipal government or housing finance agency
- Individual or individual's estate
- Other- Specify

Don't know

25. Who do you make your current FIRST mortgage payments to?

Mark (X) only ONE box.

- Commercial bank or trust company
- Savings and loan association, federal savings bank, mutual savings bank
- Mortgage bank or mortgage company
- Life insurance company
- Conventional mortgage pool (not guaranteed by FHLMC, FNMA, or GNMA)
- Loan servicing company
- Credit union
- Finance company (including consumer discount company, industrial bank, cooperative bank)
- State or municipal government or housing finance agency
- Individual or individual's estate
- Other – Specify

Don't know



26a. What is the term of the loan on the property's current FIRST mortgage?

Years

b. Is there a large payment due at the end of the loan term (a "balloon payment"), or is the loan paid in full after a period of time ("fully amortized")?

Balloon payment

Fully amortized

27. What type of mortgage is the current FIRST mortgage on this property?

Mark (X) only ONE box and answer ONLY corresponding questions.

A. Fixed-rate, level payment-

What is the current annual interest rate?

%

B. Adjustable-rate mortgage (ARM)-

I. What is the current annual interest rate?

%

II. How frequently can the interest rate change? Once every-

Mark (X) only ONE box.

- Month
- 3 months
- 6 months
- 1 year
- 3 years
- 5 years
- Other - Specify

III. What is the market index?

For Treasury security rate, specify the term of the rate such as, 3 year rate.

- Treasury rate  
  Years
- LIBOR
- Prime rate
- 11<sup>th</sup> District cost of fund index
- National average cost of funds
- OTS contract mortgage rates
- Adjustment not based on index
- Other - Specify

IV. What is the margin over index?

\_\_\_\_\_

%

**28a. How much are the regularly required mortgage payments on the property's current FIRST mortgage?**

\$ \_\_\_\_\_

**OR**

No regular payments required

↓  
*Skip to question 29*

**b. How often are these payments made?**

Biweekly (every 2 weeks)

Monthly

Quarterly

Other – Specify

\_\_\_\_\_

**c. What does this regular payment include?**

*Mark (X) ALL that apply.*

Principal

Interest

Property insurance

Private mortgage insurance

Property taxes

Other – Specify

\_\_\_\_\_

**29. Is the current FIRST mortgage on this property insured or guaranteed by –**

The Federal Housing Administration (FHA)?

The Department of Veterans Affairs (VA)?

The Rural Housing Service/Rural Development (formerly FmHA)?

A private mortgage insurance company?

State or municipal government or housing finance agency?

Other- Specify

\_\_\_\_\_

Don't know?

If the answer to question 19b is MORE than one, proceed to question 30.  
Otherwise, skip to question 36a.

	Second Mortgage	Third Mortgage	Fourth Mortgage
<b>30. In what year was the mortgage placed/assumed?</b>	□□□□	□□□□	□□□□
<b>31. What was the original amount of the loan?</b>	\$ _____	\$ _____	\$ _____
<b>32. What is the regularly required payment?</b>	\$ _____	\$ _____	\$ _____
<b>33. How often do you make this payment?</b> <i>Mark (X) only ONE box for each mortgage.</i>			
Bi-weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other – Check AND specify below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	_____
<b>34. What does this regular payment include?</b> <i>Mark (X) ALL that apply.</i>			
Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other – Check AND specify below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	_____	_____
<b>35. Is this loan insured or guaranteed by the-</b> <i>Mark (X) only ONE box for each mortgage.</i>			
Federal Housing Administration (FHA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department of Veterans' Affairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rural Housing Service/Rural Development (formerly FmHA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None of the above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**36a. Does this property have a Section 8 contract?**

- Yes  
 No  
 Don't know

*Skip to question 37a*

**b. How many Section 8 units are on this property?**

\_\_\_\_\_ Units

**37a. Do any tenants hold Section 8 vouchers?**

- Yes  
 No  
 Don't know

*Skip to question 38a*

**b. How many tenants hold section 8 vouchers?**

\_\_\_\_\_ Tenants

**38a. Are any units subsidized with project-based Section 8 vouchers?**

- Yes
- No
- Don't know

*Skip to question 39*

**b. How many units are subsidized with project-based Section 8 vouchers?**

Units

**39. Does this property benefit from any of the following?**

Mark (X) ALL that apply.

- A government-sponsored, below-market interest rate loan
- A federal government rental subsidy OTHER than Section 8 payments to project or tenants – Specify
- Housing for the elderly direct loan program (Section 202)
- Low income tax credit program (Section 42)
- A government grant (HOME, CDBG, HOPE VI)
- Federal income tax credit for old or historic properties (Section 38)
- Accelerated federal income tax depreciation for low- and moderate-income properties
- Subsidy from a private entity
- Other - Specify
- No, not subsidized
- Don't know

**40. For 2010, have any real estate tax abatements or refunds been received on this property for any of the following reasons?**

	Yes	No	Don't Know
A For historic preservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B Because the property houses low-income tenants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C Because the property is in a low-income area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D Because the property is in a targeted economic development area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Because of real estate tax appeal or assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F For some other reason - Specify <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**THANK YOU VERY MUCH FOR YOUR COOPERATION**

*END SURVEY*

## ADMINISTRATIVE USE ONLY

**41. Please enter below the name, address, and telephone number of the OWNER of the property.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number (including area code): \_\_\_\_\_

**42a. Who answered this questionnaire?**

Property owner → *Skip to question 43a*

Property manager

Other agent of the owner

**b. Please enter the name, address, and telephone number of the person who answered this questionnaire.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number (including area code): \_\_\_\_\_

**43a. Have all questions on this survey been answered?**

Yes → *End survey*

No

**b. Please provide a contact person who can assist with the unanswered questions:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number (including area code): \_\_\_\_\_