### 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:**

- Yes: [ ]
- No: [ ]

**Utility Allowance**

<table>
<thead>
<tr>
<th>Tenant</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Does unit have current rental license?**

- Yes: [ ]
- No: [ ]

**Rental License #:**

**Rent Requested:**

- Yes: [ ]
- No: [ ]

**Utility Allowance**

<table>
<thead>
<tr>
<th>Tenant</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Are there other rental units in the building?**

- Yes: [ ]
- No: [ ]

If yes, how many: [ ]

### Type of Unit:

<table>
<thead>
<tr>
<th>Date Built:</th>
<th>Square Footage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prior to 1950</td>
<td>1. Up to 500 sq ft</td>
</tr>
<tr>
<td>2. 1951-1960</td>
<td>2. 501-750 sq ft</td>
</tr>
<tr>
<td>4. 1981-1995</td>
<td>4. 1201 or more sq ft</td>
</tr>
<tr>
<td>5. 1996-present</td>
<td></td>
</tr>
</tbody>
</table>

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

- Air Conditioning
- Garbage Disposal
- Carpet
- Handicapped Accessible
- Coin-operated Laundry
- Laundry Hookups
- Dishwasher
- Microwave
- Drapes/ Miniblinds
- Off-Street parking services
- Dryer
- Washer
- Extra Insulation
- Yard
- Other:

### Utilities (circle type) & Appliances

- Heat (Gas, Oil, Electric, Bottle Gas)
- Cook (Gas, Oil, Electric, Bottle Gas)
- Electricity
- Water Heater (Gas, Oil, Electric, Bottle Gas)
- Water
- Sewer
- Trash
- Who supplies the Refrigerator
- Who supplies the Stove

### Utility Allowance

<table>
<thead>
<tr>
<th>Tenant</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Amount Of Contract Rent** $ 

**Utility Allowance** $ 0 

**Gross Rent** $ 0 

**Date Information Taken:**

---

**Initials:**