

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: 40px;" type="text"/>	1. Prior to 1950 <input style="width: 40px;" type="text"/>	1. Up to 500 sq ft <input style="width: 40px;" type="text"/>
2. Duplex <input style="width: 40px;" type="text"/>	2. 1951-1960 <input style="width: 40px;" type="text"/>	2. 501-750 sq ft <input style="width: 40px;" type="text"/>
3. Four Plex or Row House <input style="width: 40px;" type="text"/>	3. 1961-1980 <input style="width: 40px;" type="text"/>	3. 751-1200 sq ft <input style="width: 40px;" type="text"/>
4. Apartment House <input style="width: 40px;" type="text"/>	4. 1981-1995 <input style="width: 40px;" type="text"/>	4. 1201 or more sq ft <input style="width: 40px;" type="text"/>
5. Mobile Home <input style="width: 40px;" type="text"/>	5. 1996-present <input style="width: 40px;" type="text"/>	

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

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

Utilities (circle type) & Appliances

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

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

Date Information Taken: **Initials:**