

**INCOME AND EXPENSE QUESTIONNAIRE – \_\_\_\_\_**

**Mobile Home Park/Camp Grounds  
FOR 12 MONTHS ENDING DECEMBER 31, 2021**

Please Return to:  
**KRT Appraisal**  
191 Merrimack Street  
Suite 701  
Haverhill, MA 01830

**NOTE: THIS IS A TWO PAGE DOCUMENT**  
**NOTE: SIGNATURE IS REQUIRED ON SECOND PAGE**

Parcel Location:  
Parcel Map and Lot:  
Parcel ID:  
Use Code:

**SECTION I: GENERAL DATA**

Total Number of Sites:		Number of Rentable Sites including owner's:	
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**SECTION II: INCOME AND LOSS TOTALS FOR CALENDAR YEAR 2021**

Please enter annual income on Lines 1 through 5 **AS IF FULLY RENTED**.  
Calculate Vacancy Loss by subtracting **ACTUAL RENT RECEIVED** from **LINE 6 if difference is due to vacancy**.  
Calculate Concession Loss by subtracting **ACTUAL RENT RECEIVED** from **LINE 7 if difference is due to concessions**.  
Other Income (Lines 5) includes items such as: cell towers, vending, laundry, parking, billboards, etc. Describe and enter.

	Number of Units	Amount
1. Mobile Home/Camp Spaces		\$
2. Mobile Home/Trailer Rentals		\$
3. Storage Rentals		\$
4. Other Rentals		\$
5. Other Income: (Describe)		\$
6. Potential Gross Income: (Add 1 through 5)		\$
7. Loss due to Vacancy: See note above.		\$
8. Loss due to Concessions/Bad Debt: See note above.		\$
9. Total Collection Loss: (Add 8 and 9)		\$
10. Effective Gross Income (Subtract 10 from 7)		\$

	Amount
Expenses reimbursed by tenants EXCLUDING RE TAX:	\$
Expenses reimbursed by tenants RE TAX ONLY:	\$

**SECTION III: EXPENSES FOR CALENDAR YEAR 2021**

Please check if each item is paid by Owner or Tenant. If entering "Other", please describe.

Expense Type	Amount	O	T	Expense Type	Amount	O	T
Management Fee				Maintenance Contract Fee			
Legal/Accounting				Supplies			
Security				Groundskeeping			
Payroll				Trash Removal			
Group Insurance				Snow Removal			
Telephone				Exterminator			
Advertising				Elevator Maint.			
Commissions				Insurance (1 Year Premium)			
Repairs Exterior				Reserves for Replacement			
Repairs Interior				Travel			
Repairs Mechanical				Other (describe)			

Expense Type	Amount	O	T	Expense Type	Amount	O	T
Repairs Electrical				Other (describe)			
Repairs Plumbing				Other (describe)			
Gas				Real Estate Taxes			
Oil							
Electricity							
Water							
Sewer							
Maintenance Wages							

**SECTION V: SIGNATURE**

**I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:**

**Submitted by: (Please print) .....** \_\_\_\_\_

**Title: .....** \_\_\_\_\_

**Signature of owner or preparer: ...** \_\_\_\_\_

**Phone: .....** \_\_\_\_\_

**Date: .....** \_\_\_\_\_