

**SURVEY FORM FOR UNASSISTED RENTAL UNITS**

Date of Data Collection: \_\_\_\_\_ Name of Data Collector: \_\_\_\_\_

**Unit Location:**

Name of Building (if any): \_\_\_\_\_  
 Address of Unit/Building: \_\_\_\_\_

**Owner/Manager Information:** \_\_\_ Owner \_\_\_ Mgmt. Company \_\_\_ On-Site

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Building Type:**

High-rise (9+ stories): \_\_\_\_\_ Elevator? \_\_\_ yes \_\_\_ no  
 Mid-rise (5-8 stories): \_\_\_\_\_ Elevator? \_\_\_ yes \_\_\_ no  
 Garden (1-4 stories): \_\_\_\_\_ Elevator? \_\_\_ yes \_\_\_ no  
 Townhouse: \_\_\_\_\_  
 Duplex: \_\_\_\_\_  
 Single Family House: \_\_\_\_\_

**Unit Sizes and Rents:**

No. Bedrooms	No. Bathrooms	Starting Rent *	Square Feet	No. of Units	No. Vacant
<b>Total</b>					

\* Starting rent is the market-rate rent that would be charged if the unit became available today. If the building has subsidized units, be sure that the starting rent recorded is for the unsubsidized, market-rate units.

**Unit Amenities Provided by Owner:**

Central A/C: \_\_\_ yes \_\_\_ no Window A/C Units: \_\_\_ yes \_\_\_ no  
 Carpeting: \_\_\_ yes \_\_\_ no Dishwasher: \_\_\_ yes \_\_\_ no  
 Garbage disposal: \_\_\_ yes \_\_\_ no Washer/dryer: \_\_\_ yes \_\_\_ no  
 W/D connections: \_\_\_ yes \_\_\_ no Other: (specify \_\_\_\_\_) \_\_\_ yes \_\_\_ no  
 (e.g., balcony, patio, private fenced yard)

Are there differences in the rent charged for units of the same bedroom and bathroom size, depending upon, for example, unit location (balcony vs. patio, inside unit vs. outside unit)? Please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Utility Information to Calculate Gross Rent:**

Utility	Paid or Provided By:		Fuel Source		
	Owner	Tenant	Gas	Electric	Oil
Heat					
A/C					
Hot Water					
Cooking					
Electric					
Water/Sewer					
Garbage Pick-up					
Stove					
Refrigerator					

**Building Age:** Year building built: \_\_\_\_\_ Year last major rehab completed: \_\_\_\_\_

**Quality:** Check the description that best applies;

- A. Newly constructed or completely renovated.  
 B. Well maintained and/or partially renovated.  
 C. Adequate, but some repairs may be needed soon. Some minor maintenance may be needed. No renovation since construction.

**Building Facilities:**

Playground:  yes  no      Laundry Facilities:  yes  no  
 Covered/Garage Parking:  yes  no      Off-Street Parking:  yes  no  
 Storage Outside Unit:  yes  no      Community Room:  yes  no

**Management and Maintenance Services (if applicable):**

Is there on-site: Management staff?  yes  no  
                                  Desk service?  yes  no  
                                  Maintenance staff?  yes  no  
 Are there other management or maintenance services available, such as a security guard or janitorial services? \_\_\_\_\_

**Neighborhood/Location Characteristics:**

What is the nearest public transportation? \_\_\_\_\_ How many blocks away? \_\_\_\_\_  
 What is the nearest cross street to the unit? \_\_\_\_\_ Please note any special features of the building, unit, grounds, location or neighborhood that might help the Program Manager/Market Analyst compare this unit and its rents to other units in the area: \_\_\_\_\_

**Other Information:**

How many units are accessible to the disabled? \_\_\_\_\_ What bedroom size? \_\_\_\_\_  
 How does the rent for accessible units differ from rent charged for regular units? \_\_\_\_\_  
 Is occupancy limited to a particular clientele (elderly, disabled)?  yes  no.  
 If yes, who? \_\_\_\_\_  
 Are there subsidized units in the building?  yes  no: If yes, how many? \_\_\_\_\_  
 Does the owner accept housing choice vouchers?  yes  no.