**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:**

<table>
<thead>
<tr>
<th>No. Bedrooms</th>
<th>No. Bathrooms</th>
<th>Starting Rent</th>
<th>Square Feet</th>
<th>No. of Units</th>
<th>No. Vacant</th>
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* 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
(c.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:

<table>
<thead>
<tr>
<th>Utility</th>
<th>Paid or Provided By:</th>
<th>Fuel Source</th>
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<tbody>
<tr>
<td></td>
<td>Owner</td>
<td>Tenant</td>
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<td>Heat</td>
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<td>A/C</td>
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<td>Hot Water</td>
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<td>Cooking</td>
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<td>Electric</td>
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<td>Water/Sewer</td>
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<td>Garbage Pick-up</td>
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<td>Stove</td>
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<tr>
<td>Refrigerator</td>
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**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
- Covered/Garage Parking: _____ yes _____ no
- Storage Outside Unit: _____ yes _____ no
- Laundry Facilities: _____ yes _____ no
- Off-Street Parking: _____ 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.