

**Request for Information on Income-Producing Property**



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_  
CASE NAME: \_\_\_\_\_  
CASE NUMBER: \_\_\_\_\_

HRA InfoLine: 718-557-1399

Dear Consumer:

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To complete our review of your case, answer the following questions regarding your property located at: \_\_\_\_\_ and return this

completed form in the enclosed postage-paid envelope with all requested documentation by: \_\_\_\_\_.

How many apartments are in the building? \_\_\_\_\_ How many stores are in the building? \_\_\_\_\_.

List the amount of monthly rent paid by each tenant and the number of rooms occupied by the tenant. Include vacant and rent-free apartments.

Apt. No. _____	No. of Rms. _____	Rent \$ _____	Apt. No. _____	No. of Rms. _____	Rent \$ _____
Apt. No. _____	No. of Rms. _____	Rent \$ _____	Apt. No. _____	No. of Rms. _____	Rent \$ _____
Apt. No. _____	No. of Rms. _____	Rent \$ _____	Apt. No. _____	No. of Rms. _____	Rent \$ _____

If you live at the above address, how many rooms in your apartment? \_\_\_\_\_

List the annual interest payment on your mortgage, if any, and provide documentation. \_\_\_\_\_

List each of the following amounts even if included in your mortgage payment and provide documentation:

The current annual real estate tax \_\_\_\_\_

The current annual water and sewer tax \_\_\_\_\_

The current annual premium for fire and/or liability insurance \_\_\_\_\_

The current annual cost of essential repairs and maintenance. Provide documentation if repairs total \$1500 or more. \_\_\_\_\_

The current annual heating cost. Provide documentation if cost is \$2500 or more. \_\_\_\_\_

If you have any questions please call \_\_\_\_\_

Worker's Name \_\_\_\_\_ Date \_\_\_\_\_