



Mobile Home Park or RV Park Income and Expense Survey

V1 1/2020

Property Information

Property owner	Geocode
Property address	Doing business as (DBA) or building name
Mailing address	

Rental Data

Mobile Home Spaces	Number of mobile home spaces	2018 Monthly rent per space	2019 Monthly rent per space	Mark if rent includes utilities		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Singlewide (lot only)		\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doublewide (lot only)		\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Singlewide (with mobile home)		\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doublewide (with mobile home)		\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional fees (Please indicate fee and related service)						
Concessions or Specials						

RV Spaces	RV full service	RV limited service
Number of RV spaces		
Daily rent per space	\$	\$
Days of operation		

Tent Sites	
Number of sites	
Daily rent per unit	\$
Days of operation	

Boat Storage	
Number of boat spaces	
Daily rent per unit	\$
Days of operation	

Cabins	
Number of cabins	
Daily rent per unit	\$
Days of operation	

Parking Spaces	
Number of spaces	
Daily rent per unit	\$
Days of operation	

Annual Income and Operating Expenses

Annual Income	2018	2019
Actual rent collected (total rents received)	\$	\$
Vacancy and/or collection loss	\$	\$
Rental income subsidized by government	\$	\$
Other income	\$	\$

It may be helpful to have your income tax forms available when completing the section below as some of the information may be the same.

Annual Operating Expenses	2018	2019
Advertising	\$	\$
Cleaning and maintenance	\$	\$
Commissions	\$	\$
Insurance	\$	\$
Legal and accounting fees	\$	\$
Management fees	\$	\$
Payroll and benefits	\$	\$
Mortgage interest	\$	\$
Repairs	\$	\$
Supplies	\$	\$
Property taxes	\$	\$
Utilities	\$	\$
Depreciation expense	\$	\$
Other expenses	\$	\$
Reserves for replacement	\$	\$
Capital expenses	\$	\$

Clarification for other expense items, irregularities, issues affecting certain items, etc.

Survey completed by		Date
Title		Contact phone
Email address		

Mobile Home Park or RV Park Income and Expense Survey Terminology

General Terms

Days of operation—The number of days open for business within the calendar year.

Income Terms

Actual rent collected (total rents received)—Actual income collected from total rents received.

Vacancy and/or collection loss—Loss of income based on vacancies or loss of income due to inability to collect payments.

Other income—Income from other sources related to the rental property, including laundry, vending machines, parking, etc.

Expense Terms

Advertising—Expenses for online and direct mail advertising, print ads, promotional items, sponsorships, resident referral discounts, and related costs to obtain residents and promote the property in the market.

Cleaning and maintenance—Expenses including janitorial services, including window and carpet cleaning; HVAC, plumbing, and electrical systems maintenance fees; ongoing upkeep of common area landscaping; costs for lighting and security systems; snow removal; contracted services; and real and personal property maintenance fees.

Commissions—Amount paid for leasing fees and commissions to market property.

Insurance—Fixed expense of the property's annual insurance premium for replacement in case of fire or other property loss.

Legal and accounting fees—Fees associated with bookkeeping, attorneys, and accountants for services related to the business.

Management fee—Agency fee paid by owner to a management company to oversee day-to-day operation of the property.

Payroll and benefits—Expenses including wages, salaries, benefits, payroll taxes and related worker's compensation expenses for the staff needed to operate the property.

Mortgage interest—Mortgage interest paid by owners to banks or other financial institutions on the property.

Repairs—Expenses including costs for incidental repairs, flooring repairs, and costs for keeping the property in operating condition.

Supplies—Cost of non-incidental materials and items, such as office and cleaning supplies.

Property taxes—Amount paid for property taxes.

Utilities—Expenses including internet, phone, electricity, gas, water, sewer, and trash.

Depreciation expense—Annual non-cash expense used to recover the loss in value of an asset.

Other expense—Expenses that do not easily fall within an existing expense category.

Reserves for replacement—Allowance or reserve for the replacement of short-lived items that will not last for the remaining economic life of a property.

Capital expenses—Expenses that do not typically occur on an annual basis. Examples include building addition, parking lot replacement, renovations, etc.