



Westchester County Rent Guidelines Board

Instructions For Completing Forms

Web Site: www.nyshcr.org

**Please enter the M&O Survey identification number at the designated place on each page.
The identification number is printed on the upper right hand corner of the label.**

Form RTP 9.1W: Property Maintenance & Operations Cost Survey Schedule for Submission to the Westchester County Rent Guidelines Board

Items 1 & 2 : If there has been a change in the name and/or address of the landlord and/or manager, **please note the change to the right of the pre-printed label.**

Item 4: Please indicate the number of housing units as follows:

Total Units - All housing units contained in subject building regardless of the status of the housing unit.

Number of Units Owner Occupied - The number of units occupied by the owner of the building.

Number under Tenant Protection Law - The number of units under the Tenant Protection Law are all rental apartments, owner-occupied rental units and superintendent units not subject to the Rent Control Law and not exempt due to high rent vacancy or administrative finding.

Number under the Rent Control Law: All units which have been in continuous occupancy since prior to the local date for decontrol (generally July 1, 1957).

Units participating in rent subsidy programs such as Section 8 and SCRIE are to be included in the totals.

Number of Units Exempt: The number of units not subject to the Emergency Tenant Protection Law (i.e., High Rent Vacancy, Owner occupied Co-Ops).

Item 6: The survey cannot be processed without your signature. **It will be returned to you if the signature is missing.**

Note: If you wish to alter the existing number of units subject to regulation, you must file the form RS-3 with the Division of Housing and Community Renewal for a determination.

Item 8 - Residential Rental Income: Include annual rental income from residential dwelling units and garages and parking spaces rented or allocated to residents. **Note: This should include rental income from all residential units, including those units that are exempt from regulation.**

Item 8A - Non-Residential Rental Income: Include annual rental income from other sources such as stores, units exclusively for professional or business use and garage and parking spaces not rented or allocated to building residents.

Item 9 - Miscellaneous Income (Other Than Rental): Enter all income received during the year from the operation of washing machines and other laundry equipment, sign rentals, key sales, charges for use of master television antenna and for other services to tenants, commissions and profits from telephone pay stations, interest earned on cash balances, charges for water, gas, electricity, telephone, fuel or other special services, energy conservation tax credits, if any, insurance proceeds, unrefunded security deposits, and from all other sources not included under Item 8.

Item 9A - Enter real estate tax refunds.

Item 11 - Heating Fuel: Enter the yearly cost of all fuel or utilities (oil, gas, electric, etc.) **used for heating** during the year for the operation of the property. For gas heated buildings, please enter the consumption data in cubic feet only in Section C RTP-9.3W.

Item 12 - Utilities: Enter the yearly cost of water and sewer charges and of all gas and electric service supplied for the tenants and for the operation of the building **for non-heating purposes.**

Item 13 - Payroll and Related Costs: Enter the yearly salaries, wages and related payroll costs for all employees engaged in operating the property, such as superintendent, elevator operators, doormen, porters and handymen. Related payroll costs include social security taxes nemployment insurance contributions, workers' compensation, disability and health insurance premiums, and pension and welfare fund contributions.

Item 14 - Real Estate Taxes: Enter the yearly amount for all local real estate, school and county taxes, based on assessed valuation, as claimed on the Federal income tax return. Do not include any payroll or State franchise taxes, or water or sewer charges paid to a municipality under this item.

Item 15 - Insurance: Enter the yearly total premiums claimed on the Federal income tax return for all forms of insurance carried to protect the interest of the owner or the mortgagee, such as fire and extended coverage, boiler, elevator, plate glass, automobile, sprinkler leakage, owners' and landlords' public liability, burglary and theft insurance, and fidelity and surety bonds. However, health, workers' compensation and disability insurance premiums should be included with related payroll costs.

Item 16 - Management Expense: Enter the yearly amount for all items of expense incidental to the management of the property as claimed on the Federal income tax return. This includes management fees for agent-managed buildings, office salaries and expenses, including telephone charges, manager's and officer's salaries and fees, legal expenses, accounting and auditing fees. Professional fees may be included only for those services which pertain to the operation of the building rather than to the financial or personal affairs of the ownership.

Item 17 - Repairs and Maintenance: Enter the annual cost of repair and maintenance expenses, such as painting and decorating, plumbing repairs, carpentry, electrical and general repairs and supplies, including wages and related costs paid to employees for services relating to the above. **Any credits which reduce these costs (allowances in price, returns of merchandise, proceeds from the sale of materials and supplies) and any payments received from insurance carriers for damages are to be deducted from the total for the year covered.**

Item 18 - Interest Expense: Enter the yearly amount of interest paid or accrued as claimed on the Federal income tax return, on any outstanding mortgages or other loans for funds borrowed to finance or operate the property, including any replacements and improvements. **Closing costs incurred for financing or re-financing and mortgage amortization payments are not to be listed on this schedule.**

Item 19 - Miscellaneous: Enter all expenses incurred in the year, as claimed on the Federal income tax return, necessary to the operation of the property and not listed under any other item, such as advertising costs, renting commissions, state franchise taxes, bank charges, exterminating, garbage and rubbish removal, upkeep of uniforms by private contractors, bad debt and collection losses, miscellaneous losses and sundry other expenses.

Item 20 - Depreciation: Enter the total amount of yearly depreciation claimed on the Federal income tax return for the building, and maintenance equipment, furniture, motor vehicles and other fixed assets used in the operation of the property.

When completing **Form RTP 9.2W - Rent Schedule For Vacant Apartments Subject to the Emergency Tenant Protection Act Vacant During This Reporting Period** please remember that this schedule is not a rent roll. **It should only include those units in which vacancies occurred during the year (or reporting period).** Note the number of units **remaining** vacant at the end of the period in the designated space located at the top of the form. Please do not report preferential rents, only the legal regulated rent should be reported.

In completing **Form RTP 9.3W Supplemental Financial Data** if the **rent included heat and/or hot water** and an amount is stated for item 11 of the Operating Statement, please complete **Part C - "Fuel Data"** in its entirety so that the Board can determine accurate fuel price information.

NOTE: USE WHOLE DOLLAR AMOUNTS ONLY