



Mobile Home or RV Park Rental Income and Expense Survey

V1 10/2023

Property Information

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

Reporting Year _____

Rental Data

Mobile Home Spaces	Number of mobile home spaces	Monthly rent per space	Mark if rent includes utilities		
Singlewide (lot only)		\$			
Doublewide (lot only)		\$			
Singlewide (with mobile home)		\$			
Doublewide (with mobile home)		\$			

Additional fees

Service Description	Fee Amount
	\$
	\$
	\$
	\$
	\$

Concessions, specials, or any additional comments

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

Tent Sites	
Number of sites	
Average daily rent per site	\$
Days of operation	

Marina Boat Storage	
Number of boat slips	
Average daily rent per slip	\$
Days of operation	

Cabins	
Number of cabins	
Average daily rent per unit	\$
Days of operation	

Parking Spaces	
Number of spaces	
Average daily rent per space	\$
Days of operation	

Reporting Year _____

Annual Income and Operating Expenses

Annual Income	
Potential gross income	\$
Actual rent collected (total rents received)	\$
Vacancy and/or collection loss	\$
Subsidized rental income (if applicable)	\$
Miscellaneous income	\$

Tip: 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	
Advertising	\$
Cleaning	\$
Commissions	\$
Insurance	\$
Legal and accounting fees	\$
Management fees	\$
Payroll and benefits	\$
Mortgage interest	\$
Maintenance and repairs	\$
Supplies	\$
Property taxes	\$
Utilities	\$
Depreciation expense	\$
Reserves for replacement	\$
Capital expenses	\$
Other Expense	\$
Other Expense	\$
Other Expense	\$

Provide clarification for any irregularities in your income and expense information.

Survey completed by	Date
Title	Phone
Email address	

Mobile Home or RV Park Rental Income and Expense Survey Terminology

General Terms

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

Income Terms

Potential gross income. Total annual rent a property would generate at 100% occupancy.

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.

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. Expenses including janitorial services, including window and carpet cleaning; ongoing upkeep of common area landscaping; 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.

Questions?

Call us at (406) 444-6900, or Montana Relay at 711 for the hearing impaired.

Subsidized rental income. Any rental income generated through sponsored programs that provide rental assistance such as Section 8 housing vouchers, Section 42 low-income housing tax credits, etc.

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

Maintenance and repairs. Expenses for incidental repairs and costs for keeping the property in operating condition including but not limited to hvac, plumbing, electrical systems maintenance, and lighting and security systems. These expenses do not include air conditioner, roof, and parking lot replacements, or building additions.

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

Property taxes. Amount paid for property taxes.

Utilities. Expenses including but not limited to internet, phone, electricity, gas, water, sewer, and trash.

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

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.

Other expenses. Expenses that do not easily fall within an existing expense category. Add additional expenses in the space provided.