

DEFINITION OF SURVEY TERMS

Bedroom: A sleeping room in a residence with a source of natural light, a minimum horizontal dimension of 7 Ft., a minimum ceiling height of 7'-6", means of emergency egress (i.e. a window and a securable door), a source of permanent heat, and a smoke alarm. A loft or den is reported as 0.5 bedrooms.

Enter bedrooms as: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5

Current Rent: A regular payment to a landlord for the use of property. Subsidy tenant's current rent includes total rent received from both tenant and subsidy payment. Vacant unit's rent is what a prospective tenant would pay in this unit on April 1st.

Enter Rent as whole numbers without decimal points or symbols (\$).

Occupy Date: The effective date of the lease or move-in date for the current tenant.

Enter date as: mm/dd/yyyy

OwnerEmployeeOcc: Is the unit occupied by an owner of the property or an employee?

Enter as 1 for Yes or 0 for No

Ratio Utility Billing System (RUBS) - The system under which the cost of water and/or sewer utility service that is master metered to a landlord and is allocated to tenants by the landlord through the use of a formula that estimates the utility use of each rental unit in the apartment complex.

Unit Identifier: Unique number (letters, numbers, or combination of both) assigned to unit. Should not be the actual unit number to protect tenant privacy.

Enter as whole numbers or letters without decimal points or symbols (#)

Vacant Unit: Any unit not under contract as of April 1st. **Current Rent** for vacant units should be reported as the rent offered to a prospective tenant on April 1st.

Enter as 1 for Yes or 0 for No