

## Home Energy Assistance Program Rental Income Calculation Worksheet

Applicant's Name:			
Rental Property Address:			# of Units in Dwelling
<b>Rental property income and expenses for the <u>three (3) months prior</u> to the month of application must be verified and documented. Please note: rental expenses for the applicant's unit are not an allowable deduction. **these expenses must be prorated below.</b>			
RENTAL PROPERTY INCOME  (Rental income received in each month)	One Month:	Two Month:	Three Month:
	Gross Income	Gross Income	Gross Income
\$	\$	\$	\$
	Deductions	Deductions	Deductions
\$	\$	\$	\$
<b>1. MORTGAGE INTEREST</b>	\$	\$	\$
<b>2. HOMEOWNERS INSURANCE</b>	\$	\$	\$
<b>3. PROPERTY TAXES</b>	\$	\$	\$
<b>4. ADVERTISING</b>	\$	\$	\$
<b>5. HEAT/UTILITIES PAID BY OWNER</b>	\$	\$	\$
<b>6. NECESSARY REPAIRS</b> (not improvements)	\$	\$	\$
<b>7. OTHER</b> (specify)	\$	\$	\$
<b>TOTAL RENTAL EXPENSES</b> (add lines 1-7)	\$	\$	\$
<b>**PRORATE EXPENSES</b> (divide total expenses by total number of units then multiply by remaining number of units (not counting applicant's))	\$	\$	\$
TOTAL NET RENTAL INCOME (subtract total or prorated rental expenses from gross income)	Net Rental Income Month 1	Net Rental Income Month 2	Net Rental Income Month 3
	\$	\$	\$
<b>THREE MONTH NET RENTAL INCOME SUBTOTAL</b> (add 3 amounts above): \$			
<b>THREE MONTH SUBTOTAL</b> \$ _____ =                      \$ _____ <span style="margin-left: 100px;">3</span> <span style="margin-left: 100px;">MONTHLY RENTAL INCOME AVERAGE</span>			
Worker's Signature and Date:			