

**INSTRUCTIONS FOR COMPLETING  
THE PROPERTY INCOME & EXPENSE QUESTIONNAIRE  
FOR:  
MINI HOME PARK PROPERTY TYPES**



The following instructions are provided to aid you in filling out the Income and Expense Questionnaire form for Mini Home Park properties. If you have any questions, please call our office at 1-800-380-7775.

**From Page 1 of form:**

**General Account Information**

<b>Assessment Account Identifier</b>	The property identification number assigned to an individual property by Nova Scotia Land Registry. This number carries with the property, regardless of changes in ownership, and can be found on the request letter accompanying your form.
<b>Property Location</b>	The street address at which the property is physically located.
<b>Owner</b>	The registered owner of the property.
<b>Corporate Email Address</b>	The general email account for the corporation or associated company that owns the company.

**Park Name**

<b>Park Name</b>	The name of the park as known to the general public.
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**Property Information**

<b>Property Information as of:</b>	Date of which the property information below reflects.
<b>Number of Rental Sites</b>	Identification of the number of rental sites on the property, by type of site.
<b>Rent Per Site</b>	Average monthly rate charged as of December 31.
<b>Months</b>	The number of months in the year that the park is open.
<b>Annual Rental Revenue</b>	The total potential annual revenue charged for all sites of each type.
<b>Potential Rental Income at 100% Occupancy</b>	The total potential annual revenue charged for all sites if 100% occupied. This amount should equal the sum of all revenues above.

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**Financial Reporting Period**

The financial reporting period at, or near, the date of valuation (base date) for the given assessment year. All revenue, vacancy, bad debt and expense information should be reported for the previous year, ending December 31, or the most recent fiscal year-end available.

**Revenue Collected**

- |                                      |  |
|--------------------------------------|--|
| <b>Rental Site Income</b>            | The actual total rent received from rental of sites during the reporting period.   |
| <b>Other Income (please specify)</b> | Any additional income received during the reporting period that is not covered in another category (specify the type or source of income). |
| <b>Total Revenue Collected</b>       | The total revenue collected from all sources for the property. This amount should be the sum of all collected revenues listed above.       |

**Income Losses**

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|--|---|
| <b>Income Loss due to Vacancy</b>      | The estimated income loss due to vacancy of rental sites during the reporting period.   |
| <b>Income Loss due to Bad Debt</b>     | The actual income loss from collection, or bad debts of rental site tenants during the reporting period.                              |
| <b>Total Vacancy and Bad Debt Loss</b> | The total vacancy and bad debt loss should be the sum of the income loss due to vacancy and income loss due to bad debt listed above. |

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**From Page 2 of form:**

**Operating Expenses**

<b>Management</b>	Amount paid to a management company or owner for operating the building during the reporting period. Do not count management expense here if the same administrative costs are shown elsewhere.
<b>Administration</b>	Expenses related to the daily operations of the property, but not directly to specific departments. Includes items such as administrative payroll, or office supplies that are incurred during the reporting year.
<b>Salaries and Benefits</b>	Costs directly attributed the salaries and benefits paid to all staff.
<b>Utilities</b>	Total expense for all utilities during the reporting period.
<b>Water and Sewer</b>	Total expense for water and sewer services during the reporting period.
<b>Waste Removal</b>	Total expense for waste removal during the reporting period.
<b>Repairs and Maintenance</b>	Repair and maintenance expense during the reporting period not covered in another category. Do not include Capital Expenditures, see below.
<b>Grounds, Parking &amp; Snow Removal</b>	Total expense for upkeep of grounds, on-site parking spaces and snow removal services during the reporting period.
<b>Professional Fees - Legal &amp; Audit</b>	Fees paid to a professional such as a solicitor or accountant, for typical annual services.
<b>Property Insurance (12 months)</b>	Total property insurance for reporting period (12 months) only.
<b>Advertising</b>	Total expense for advertising services during the reporting period.
<b>General Office Supplies</b>	Total costs for office related supplies and materials used for the operation of the property.
<b>Travel / Vehicle</b>	Total travel and vehicle expenses incurred, directly related to the operation of the property. Does not include company owned cars used to commute to work and/or for personal use.

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<b>Other (please specify)</b>	Any additional annual expenses incurred during the reporting period that are not covered in another category (specify the type or source of expense). Does not include depreciation, debt service, or taxes. Do not include Capital Expenditures, see below.
<b>Total Operating Expenses</b>	The total operating expenses for the property. This amount should be the sum of all non-recoverable expenses listed above.
<b>Net Operating Income (before Depreciation, Debt Service or Realty Taxes)</b>	The total of all revenues collected for the property during the reporting period, minus all building expenses incurred during the reporting period.

**Capital Expenditures**

**Capital expenditures** are investments in remodeling or replacements that materially add to the value of the property, or appreciably prolong its economic life. These outlays would typically improve the book value of the asset. These expenditures are not designed to maintain the income stream, but to improve it, or change it. If this section applies to your property please answer 'Yes' and list the items considered to be capital improvements. Enter the total amount of the capital cost for this reporting period only. Do not apportion the costs over the life of the component.

**Certification**

<b>Name</b>	Name of person completing forms.
<b>Position</b>	Position of person completing forms.
<b>Owner/Employee</b>	I am the owner of the property, or an employee acting on the behalf of the owner.
<b>Agent/Management Company</b>	I am the authorized agent for the owner, or an employee of the authorized management company.
<b>Signature and Email of Signatory</b>	The written signature of the party who completed the form, and certifies it to be true, correct and complete. Include the email address of the party who completed the form.
<b>Phone Number</b>	Phone number of the person who completed the form.
<b>Date</b>	Date of form completion and official certification.