

**RENTAL INCOME QUESTIONNAIRE**

## Office of the Chapter 13 Trustee

1. Provide a profit/loss statement for each rental property broken down by tenant for each month for the 6 months prior to date of filing bankruptcy. Include all income and all expenses (mortgage, utilities, rent, taxes, etc.).
  
2. Provide a copy of a budget of rental revenue (Line 8 of Bankruptcy Schedule I) and expenses related to the rental property (Bankruptcy Schedule J).
  
3. Is the rental property being surrendered in the Plan or was it already surrendered? If so, list the dates for each rental property that is being surrendered.
  
4. Is a foreclosure sale scheduled or has it already taken place for any/all of the rental properties? If so, list the dates for each foreclosure for each rental property.
  
5. Is there any arrearage on the mortgage, taxes, or other past due bills owed on the rental properties? If so, list the arrearage for each rental property.
  
6. Are there any current second mortgages, tax liens, bank liens, judgments, etc. against the property? If so, provide copies and list the amount of the second mortgage, lien, judgment, etc. for each rental property.

7. Are there any anticipated large expenditures on the rental property such as a new roof, extensive electrical or plumbing work, or new appliances in the next three years? If so, list the type, expected date, etc. for each expense for each rental property.
  
8. Is the tenant current on payments? If not, list the arrearage for each tenant for each rental property.
  
9. Provide a copy of the current lease for each tenant for each property. For those tenants without a written lease, list the agreed upon lease terms for each tenant for each property. Include the tenant name, monthly rent, beginning and ending dates of the lease, and amount of security deposit.
  
10. Provide a list of security deposits for each tenant for each property.
  
11. Need the following additional documents for each rental property. You should have already provided most of these documents to your attorney.
  - a. Copy of the current mortgage.
  - b. Loan amortization schedule, if available
  - c. Appraisal of property, if available
  - d. Copy of most current SEV statement
  - e. Copy of most current deed
  - f. Copy of insurance coverages and proof of payment (canceled check and bank statement)
  - g. Need copies of any checking accounts and check registers used specifically for the rental properties for 6 months prior to the date of filing.

### **Reminders:**

- a. Answer all questions that apply. Use a separate page if you need additional room.
- b. Send in all reports and all required documentation.
- c. You will save your attorney and yourself a lot of time by providing all the information requested by the date noted on the attached letter so that the business case analyst can assist the Trustee in reviewing your case.
- d. Failure to provide all the requested information could result in your case being dismissed.