

Home Energy Assistance Program 3 Month Method Rental Income Calculation Worksheet

Applicant's Name:		Case Number:	
Rental Property Address:			# of Units in Dwelling
<p>Rental property income and expenses for the <u>three (3) months</u> prior 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.</p>			
RENTAL PROPERTY INCOME (Rental income received in each month)	Month One: _____	Month Two: _____	Month Three: _____
	Gross Income	Gross Income	Gross Income
	\$ _____	\$ _____	\$ _____
	Deductions	Deductions	Deductions
1. MORTGAGE INTEREST	\$ _____	\$ _____	\$ _____
2. HOMEOWNERS INSURANCE	\$ _____	\$ _____	\$ _____
3. PROPERTY TAXES	\$ _____	\$ _____	\$ _____
4. ADVERTISING	\$ _____	\$ _____	\$ _____
5. HEAT/UTILITIES PAID BY OWNER	\$ _____	\$ _____	\$ _____
6. NECESSARY REPAIRS (not improvements)	\$ _____	\$ _____	\$ _____
7. OTHER (specify)	\$ _____	\$ _____	\$ _____
TOTAL RENTAL EXPENSES (add lines 1-7)	\$ _____	\$ _____	\$ _____
**PRORATE EXPENSES (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 One	Net Rental Income Month Two	Net Rental Income Month Three
	\$ _____	\$ _____	\$ _____
THREE MONTH NET RENTAL INCOME SUBTOTAL (add 3 amounts above): \$ _____			
THREE MONTH SUBTOTAL \$ _____ = \$ _____ 3 MONTHLY RENTAL INCOME AVERAGE			
Worker's Signature and Date:			