

**Landlord Schedule E**

**ADJUSTMENT AND/OR MAINTENANCE OF BASE YEAR NET OPERATING INCOME (NOI)  
Regulations 1262-1265**

Landlords are entitled to maintain their base year NOI, which is their gross rental income less reasonable annual operating expenses and amortized capital improvement costs. Landlords whose rental properties have a base year NOI which, when adjusted for inflation, is greater than the comparison year NOI, are eligible for permanent rent increases.

The base year is calendar year 1979 (or 1981 for formerly exempt three- or four-unit buildings) and the comparison year is the most recent calendar or fiscal year, unless either is deemed inappropriate.

Regulation 1262(C) authorizes adjustments of the base year NOI if the landlord demonstrates either unusually high or low base year operating and maintenance expenses or unusually high or low base year rents because “the rent was not established in an arms-length transaction or was otherwise not set under market conditions.”

List the base and comparison years: Base Year: \_\_\_\_\_ Comparison Year: \_\_\_\_\_

If an alternative base or comparison year is selected, explain why it is more appropriate:

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If an adjustment of the base year NOI is requested, explain why:

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For properties where the base year NOI has not been determined in a previous petition, the landlord may elect to use 60% of the base year gross rents as an imputed base year NOI.

Indicate whether you are using an imputed base year NOI: Yes \_\_\_\_\_ No \_\_\_\_\_

**PART I: INCOME FROM PROPERTY**

**Rent Collected**

Rent Board staff will calculate the maximum rent that could have been collected assuming full occupancy of all units on the rental property. List below only units on the property that have never been registered because of owner-occupancy or some other ground for exemption. If the unit was rented in the base year, list the rent in effect during that year or during the six months immediately preceding or immediately following the base year. If the unit was not rented, provide a good faith estimate of the rent that could have been collected based on rents in effect for comparable units.

<b>Unit #</b>	<b>Number of bedrooms</b>	<b>Base year rent</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Additional Income**

List any additional income from the rental property; e.g., parking, laundry, security deposits retained and used for repairs.


**PART II: EXPENSES PAID BY LANDLORD**

List all rental business expenses that recur annually. Do not list base year expenses if you are using an imputed base year NOI.

Do not include the following expenses, which are specifically excluded by Regulation 1265(B):

- 1) Avoidable expense increases;
- 2) Mortgage principal and interest payments;
- 3) Fees, penalties or interest assessed for violation of the Ordinance or the Regulations;
- 4) Organization or association dues or fees;
- 5) Legal fees and costs for evictions brought under Sections 13(a)(9) or (10) of the Ordinance;
- 6) Depreciation; or
- 7) Expenses for which insurance or other reimbursement has been received.

Table A: Rental Business Expenses

TYPE OF EXPENSE	BASE YEAR	COMP. YEAR
1. Utilities (gas/electricity and/or water)		
2. Insurance (fire/liability)		
3. Trash		
4. Property Tax		
5. Governmental Fees (license, registration, etc.)		
7. Professional services (accounting, legal, etc.)		
8. Management		
9. Maintenance and repair expenses		
Labor		
Supplies		
Gardening		
Heat/ventilation/air conditioning		
Elevator		
Cleaning		
Other (specify):		
10. Advertising		
11. Other (specify):		

Attach verifying documentation.

Table B: Self-management and Self-labor (Regulation 1266)

The time an owner spends on management activities and/or maintenance and repair work is considered an expense in the NOI analysis. Hourly rates are set forth below.

Self-management activities	BASE YEAR			COMPARISON YEAR		
	Hours	Rate	Total	Hours	Rate	Total
1. Collecting rents						
2. Renting vacant units						
3. Paying bills						
4. Supervising maintenance						
5. Other:						
TOTAL (May not exceed 5% of gross income.)						

Maintenance/repair self-labor	Hours	Rate	Total	Hours	Rate	Total
1.						
2.						
3.						
4.						
5.						
TOTAL						

Attach copies of daily logs or other records to support the hours claimed.

The hourly rates for skilled and unskilled labor for the years 1979 through 2009 are as follows (Reg. 1266):

Year	Unskilled	Skilled		Year	Unskilled	Skilled
1979	\$ 6.00	\$10.00		1995	\$14.00	\$26.00
1980	\$ 7.00	\$11.00		1996	\$14.00	\$26.00
1981	\$ 7.00	\$12.00		1997	\$15.50	\$27.00
1982	\$ 8.00	\$13.00		1998	\$16.25	\$27.90
1983	\$ 9.00	\$14.00		1999	\$16.75	\$28.80
1984	\$ 9.00	\$15.00		2000	\$17.45	\$30.00
1985	\$ 9.00	\$15.00		2001	\$18.25	\$31.35
1986	\$10.00	\$16.00		2002	\$19.25	\$33.05
1987	\$10.00	\$16.00		2003	\$19.55	\$33.55
1988	\$10.00	\$16.00		2004	\$19.90	\$34.15
1989	\$12.00	\$20.00		2005	\$20.15	\$34.55
1990	\$12.00	\$20.00		2006	\$20.55	\$35.35
1991	\$13.00	\$23.00		2007	\$21.20	\$36.50
1992	\$13.00	\$23.00		2008	\$21.90	\$37.70
1993	\$13.00	\$23.00		2009	\$22.60	\$38.85
1994	\$14.00	\$26.00				

