

2021 Schedule E Income Worksheet for 2-4 Unit Owner-Occupied Properties

PRIMARY RESIDENCE – 2-4 Unit Owner Occupied Properties		Most Recent Year _____		Prior Year _____
Property Address: _____				
1. GROSS RENT RECEIVED	Line 3 (applicable columns)	_____	1	_____
2. TOTAL EXPENSES	Line 20	( _____ )	2	( _____ )
3. DEPRECIATION EXPENSE	Line 18	_____	3	_____
4. AMORTIZATION/CASUALTY LOSS/ONE -TIME EXPENSES	Line 19 (as itemized), Line 14 (if applicable)	_____		_____
		_____	4	_____
5. INSURANCE ★	Line 9	_____	5	_____
6. MORTGAGE INTEREST	Line 12	_____	6	_____
7. TAXES ★	Line 16	_____	7	_____
8. TOTAL ADJUSTED GROSS INCOME	Total lines 1 thru 7 (above)	_____	8	_____
9. TOTAL ADJUSTED GROSS INCOME/(LOSS) BOTH YEARS	Add Totals (both columns) line 8 (above)	_____		
10. # OF MONTHS RENTAL INCOME & EXPENSES REVIEWED	Months of information in tax returns	_____		
11.TOTAL AVERAGE INCOME/(LOSS) FOR THIS PROPERTY	Divide line 9 by line 10 (above)	_____		

★ Add back insurance & taxes to expenses ONLY if you are certain they are included in the monthly payment from the credit report or mortgage statement.

◆ Assume 12 months of rental income/expenses for each tax year, unless other documentation (i.e., Closing Disclosure) proving date of property acquisition has been provided.

▲ If the average monthly figure is positive, include it in the borrower’s monthly qualifying income. If the average monthly figure is negative, include it in the borrower’s monthly obligations.

■ For a 2-4 unit primary residence, the FULL amount of the mortgage payment MUST be included in the borrower’s monthly housing obligation when calculating the debt-to-income ratios.