

## APARTMENTS

**NAME OF COMPLEX:** \_\_\_\_\_

County \_\_\_\_ Book \_\_\_\_ Map \_\_\_\_ Parcel \_\_\_\_\_ (If this is an economic unit, list the Lead Parcel)

**RENT SCHEDULE AS OF 12 / 31**

**TOTAL NUMBER OF UNITS** \_\_\_\_\_

| UNIT TYPE   | NUMBER FURN. | RENT PER MONTH | NUMBER UNFURN. | RENT PER MONTH |
|-------------|--------------|----------------|----------------|----------------|
| STUDIO      | _____        | \$ _____       | _____          | \$ _____       |
| 1 BEDROOM   | _____        | _____          | _____          | _____          |
| 2 BR / 1 BA | _____        | _____          | _____          | _____          |
| 2 BR / 2 BA | _____        | _____          | _____          | _____          |
| 3 BEDROOM   | _____        | _____          | _____          | _____          |
| OTHER       | _____        | _____          | _____          | _____          |
| TOTAL UNITS | _____        |                | _____          |                |

**UTILITIES**

**TENANT PAYS**

|                |     |    |                  |     |    |
|----------------|-----|----|------------------|-----|----|
| ELECTRIC / GAS | YES | NO |                  |     |    |
| WATER / SEWER  | YES | NO | ON-SITE MANAGER? | YES | NO |
| TELEPHONE      | YES | NO | LEASING OFFICE?  | YES | NO |

**INCOME DATA SUMMARY:** Provide latest three year history.

|   | Last Year   | Two Years Ago | Three Years Ago |
|---|-------------|---------------|-----------------|
|   | Year: _____ | Year: _____   | Year: _____     |
| POTENTIAL GROSS INCOME (100% OCCUPANCY) | = \$ _____  | \$ _____      | \$ _____        |
| VACANCY AND COLLECTION LOSS (ACTUAL)    | - _____     | _____         | _____           |
| ADJUSTED GROSS INCOME                   | = _____     | _____         | _____           |
| OTHER INCOME (LAUNDRY, VENDING, ETC.)   | + _____     | _____         | _____           |
| EFFECTIVE GROSS INCOME                  | = _____     | _____         | _____           |
| TOTAL OF ALL EXPENSES                   | - _____     | _____         | _____           |
| NET OPERATING INCOME                    | = \$ _____  | \$ _____      | \$ _____        |

**ADDITIONAL INFORMATION / REMARKS**

**NOTE:** Any additional information or documents that support the filed income and expense data may be submitted with this form.

**APARTMENT EXPENSE DATA**

**PROVIDE THREE YEAR HISTORY**

NOTE: FOR PROPERTY ANALYSIS ALL EXPENSES REPORTED SHOULD BE THE **ACTUAL** INCURRED EACH YEAR.

**DISALLOWED EXPENSES:** DEPRECIATION, MORTGAGE DEBT SERVICE and PROPERTY TAX (effective tax rate will be added to the capitalization rate).

|  | Last Year   | Two<br>Years Ago | Three<br>Years Ago |
|--|-------------|------------------|--------------------|
|  | Year: _____ | Year: _____      | Year: _____        |
| <b><u>ACTUAL EXPENSES</u></b>                          |             |                  |                    |
| ANNUAL INSURANCE                                       | \$ _____    | \$ _____         | \$ _____           |
| MANAGEMENT / AGENT FEES                                | _____       | _____            | _____              |
| ADVERTISING PROMOTION                                  | _____       | _____            | _____              |
| ADMINISTRATIVE / SALARIES                              | _____       | _____            | _____              |
| GAS / ELECTRIC   | _____       | _____            | _____              |
| WATER / SEWER  | _____       | _____            | _____              |
| TELEPHONE  | _____       | _____            | _____              |
| BLDG. MAINTENANCE AND REPAIRS                          | _____       | _____            | _____              |
| PARKING LOT AND COMMON AREA                            | _____       | _____            | _____              |
| SERVICE CONTRACTS                                      | _____       | _____            | _____              |
| JANITORIAL   | _____       | _____            | _____              |
| SUPPLIES   | _____       | _____            | _____              |
| OTHER EXPENSES (DESCRIBE)                              |             |                  |                    |
| _____  | _____       | _____            | _____              |
| _____  | _____       | _____            | _____              |
| _____  | _____       | _____            | _____              |
| <b><u>MAJOR REPLACEMENT / REPAIRS</u></b> (From Pg. 3) | _____       | _____            | _____              |
| <b>TOTAL OF ALL EXPENSES =</b>                         | \$ _____    | \$ _____         | \$ _____           |

**NOTE:** Any additional information or documents that support the filed income and expense data may be submitted with this form.

| <b>MAJOR REPLACEMENT / REPAIRS</b> |                   | <b>LAST YEAR</b> |   |                            |                   |
|------------------------------------|-------------------|------------------|---|----------------------------|-------------------|
|                                    | DATE<br>(MO / YR) | TOTAL COST       | ÷ | AVG. LIFE (YRS)            | = ANNUAL AMT.     |
| HEATING / COOLING                  | _____             | \$ _____         | ÷ | _____                      | = \$ _____        |
| ROOFING                            | _____             | \$ _____         | ÷ | _____                      | = \$ _____        |
| FLOOR COVERINGS                    | _____             | \$ _____         | ÷ | _____                      | = \$ _____        |
| APPLIANCES / WATER HEATER          | _____             | \$ _____         | ÷ | _____                      | = \$ _____        |
| PAINTING (MULTI-UNIT)              | _____             | \$ _____         | ÷ | _____                      | = \$ _____        |
| OTHERS                             |                   |                  |   |                            |                   |
| (DESCRIBE: _____<br>_____)         | _____             | \$ _____         | ÷ | _____                      | = \$ _____        |
|                                    |                   |                  |   | <b>TOTAL FOR LAST YEAR</b> | <b>= \$ _____</b> |

| <b>MAJOR REPLACEMENT / REPAIRS</b> |                   | <b>TWO YEARS AGO</b> |   |                                |                   |
|------------------------------------|-------------------|----------------------|---|--------------------------------|-------------------|
|                                    | DATE<br>(MO / YR) | TOTAL COST           | ÷ | AVG. LIFE (YRS)                | = ANNUAL AMT.     |
| HEATING / COOLING                  | _____             | \$ _____             | ÷ | _____                          | = \$ _____        |
| ROOFING                            | _____             | \$ _____             | ÷ | _____                          | = \$ _____        |
| FLOOR COVERINGS                    | _____             | \$ _____             | ÷ | _____                          | = \$ _____        |
| APPLIANCES / WATER HEATER          | _____             | \$ _____             | ÷ | _____                          | = \$ _____        |
| PAINTING (MULTI-UNIT)              | _____             | \$ _____             | ÷ | _____                          | = \$ _____        |
| OTHERS                             |                   |                      |   |                                |                   |
| (DESCRIBE: _____<br>_____)         | _____             | \$ _____             | ÷ | _____                          | = \$ _____        |
|                                    |                   |                      |   | <b>TOTAL FOR TWO YEARS AGO</b> | <b>= \$ _____</b> |

| <b>MAJOR REPLACEMENT / REPAIRS</b> |                   | <b>THREE YEARS AGO</b> |   |                                  |                   |
|------------------------------------|-------------------|------------------------|---|----------------------------------|-------------------|
|                                    | DATE<br>(MO / YR) | TOTAL COST             | ÷ | AVG. LIFE (YRS)                  | = ANNUAL AMT.     |
| HEATING / COOLING                  | _____             | \$ _____               | ÷ | _____                            | = \$ _____        |
| ROOFING                            | _____             | \$ _____               | ÷ | _____                            | = \$ _____        |
| FLOOR COVERINGS                    | _____             | \$ _____               | ÷ | _____                            | = \$ _____        |
| APPLIANCES / WATER HEATER          | _____             | \$ _____               | ÷ | _____                            | = \$ _____        |
| PAINTING (MULTI-UNIT)              | _____             | \$ _____               | ÷ | _____                            | = \$ _____        |
| OTHERS                             |                   |                        |   |                                  |                   |
| (DESCRIBE: _____<br>_____)         | _____             | \$ _____               | ÷ | _____                            | = \$ _____        |
|                                    |                   |                        |   | <b>TOTAL FOR THREE YEARS AGO</b> | <b>= \$ _____</b> |

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