**APARTMENTS**

**NAME OF COMPLEX:**

**Parcel #:**

**Rent Schedule as of 12/31**

Unit Type Number Furn. Rent Per Month Number Unfurn. Rent per Month

Studio       $            $

1 Bedroom       $            $

2BR/1BA       $            $

2BR/2BA       $            $

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 Three Years

 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

**Apartment Expense Data**

Provide Three Year History

Note: For proper analysis all expenses reported should be **Actual** incurred each year.

**Disallowed Expenses**: Depreciation, Mortgage Debt Service and Property Tax

 Last Year Two Years Ago Three Years Ago

 Year:      Year:      Year:

**Actual Expenses**

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)

**Major Replacement/Repairs** (from Pg. 3)

**Total of all Expense**= $      $      $

**Last Year**

**Major Replacement/Repairs**

Date (Mo/Yr) Total Cost ÷ Avg. Life (Yrs) = Annual Amt.

Heating/Cooling       $      ÷       = $

Roofing       $      ÷       = $

Floor Coverings       $      ÷       = $

Appliances/Water Heater       $      ÷       = $

Painting (Multi-Unit)       $      ÷       = $

Others

       $      ÷       = $

Total for Last Year = $

**Two Years Ago**

**Major Replacement/Repairs**

Date (Mo/Yr) Total Cost ÷ Avg. Life (Yrs) = Annual Amt.

Heating/Cooling       $      ÷       = $

Roofing       $      ÷       = $

Floor Coverings       $      ÷       = $

Appliances/Water Heater       $      ÷       = $

Painting (Multi-Unit)       $      ÷       = $

Others

      $      ÷       = $

Total for Two Years Ago = $

**Three Years Ago**

**Major Replacement/Repairs**

Date (Mo/Yr) Total Cost ÷ Avg. Life (Yrs) = Annual Amt.

Heating/Cooling       $      ÷       = $

Roofing       $      ÷       = $

Floor Coverings       $      ÷       = $

Appliances/Water Heater       $      ÷       = $

Painting (Multi-Unit)       $      ÷       = $

Others

      $      ÷       = $

Total for Three Years Ago = $