

Instructions

- 1) The user should fill in the requested information in the blocks highlighted in yellow.
- 2) Property Information requires user input.
- 3) Expected Expenses requires user input.
- 4) Debt Assumptions requires user input.
- 5) 60 month occupancy table requires user input.
- 6) Economic Assumptions require user input.
- 7) Capitalization table requires user input.
- 8) 5 Year improvements budget requires user input.
- 9) Opening balance sheet requires user input.
- 10) Return tables are self calculating
- 11) Key metrics is self calculating
- 12) Sources and Uses requires user input.
- 13) Average rent requires user input
- 14) Fin & Prop is for verification purposes only.
- 15) Pro Forma is self calculating.

Property Factors

Address:	
Street	
City	
Phone Number	
Manager/Principal	

Property Information:	
Year Constructed	
Type of Roofs	
Acreage	
Buildings	
Units	

Unit Mix Information								
Bedrooms	Efficiency	Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom	5 bedroom	Total
Qty								-
Bathrooms	Qty	Qty	Qty	Qty	Qty	Qty	Qty	
1 bathroom								
2 bathroom								
3 bathroom								
1/2 bathroom								

Amenities	(Yes / No)
Swimming Pool	
Fitness Center	
Playgrounds	
Picnic Facilities	
Laundry	
Business Center	
Tanning Beds	
Clubhouse	
Other	

Expenses

ADMINISTRATIVE EXPENSES	Monthly Estimate
Advertising & Promotion	
Marketing	
Bank & Finance Charges	
Finance Charges	
Credit Verifications	
Office Supplies	
Postage	
Printing & Stationary	
Dues & Subscriptions	
Office Expense	
Management Fee	
Office Salaries	
Leasing Salaries	
Leasing Commission	
Legal Fees	
Audit Fees	
Telephone	
Miscellaneous Expense	
Vehicles	
Washer Dryer Rental	
Resident Relations	
Education	
Meals / Entertainment	
Travel and Lodging	
Renovations	
Points Paid on Loans	
Surveying	
Initial Set Up	
Consulting	
TOTAL ADMINISTRATIVE EXPENSES	-
UTILITIES	
Electricity	
Gas	
Water & Sewer	
TOTAL UTILITIES	-

OPERATING & MAINTENANCE EXPENSES	
Maintenance Salary	
Cleaning Supplies	
Contract Cleaning/Janitorial	
Contract Labor	
Locks & Keys	
Exterminating	
Trash Disposal	
Security Services	
Landscaping & Grounds	
Hardware Repair Materials	
Appliance Parts	
Paint & Wallpaper Supplies	
Contract Maintenance	
Plumbing Repairs - Contract	
Electrical & Mechanical	
Contract Painting	
Roof Repairs	
Fire Protection	
HVAC (Heat, Ventilation, A/C)	
Swimming Pool	
Misc. Maintenance	
TOTAL OPERATING & MAINTENANCE EXPENSES	-
TAXES & INSURANCE (Recommend discussing and establishing estimates with your accountant)	
Property Tax	
Insurance	
Group Insurance - Medical Plans	
Other Taxes & Licenses	
Federal Payroll Tax	
State Payroll Tax	
Social Security and Medicaid	
State Sales Tax on Services (NC)	
County Occupancy Tax	
TOTAL TAXES & INSURANCE	-
TOTAL OPERATING EXPENSES	-
Capital Reserve Rate / Unit (Stated as an Annual Number)	

Note: A normal capital reserve rate is between 1,800 and 4,200 per unit per year.

Income

RENT FACTORS	Entry
Less: Bad Debt	
Less: Concessions	
OTHER INCOME	ENTER ASSUMED AMOUNTS
Laundry & Vending Income	
Washer/Dryer Rental	
Cable TV	
Late Fees	
NSF Charge	
Deposit Forfeit	
Cleaning & Damages	
Termination Fee	
Application Fees	
Utilities	
Pet Fees	
Interest Income	
Miscellaneous Income	
Storage Income	
Furniture	
Lock Out or Replacement	
TOTAL OTHER INCOME	-

Enter the Assumed %

Enter the Assumed Amount

Debt Factors

Rate	0.0000%
Term (in months)	-
Amortization	-
Loan Amount	-
Interest Only (Y/N)	N
Loan Payment	#DIV/0!
Executed Date	Monday, January 01, 2001
Due Date	Monday, January 01, 2001
Application Fees	-
Legal Expense	-
Bank Origination Fee (Points)	-
Broker's Origination Fee (Points)	-

Bank	
Bank Address	
Loan Officer	
Loan Officer Email	
Loan Officer Phone Number	
Loan Officer Cell Phone	
Loan Officer Fax Number	

Brokerage	
Broker	
Broker Email	
Broker Phone Number	
Broker Cell Phone	
Broker Fax Number	

Economic Assumptions

Annual Rent Increase		Enter annual % increase or decrease expected. A decrease would be a negative percentage
Annual Expense Increase		Enter annual % increase or decrease expected. A decrease would be a negative percentage

Capitalization Table										
#	Name	Business Name	Investor Information				Email	Investment	Units	%
			Address	Phone	Cell Phone	Fax				
1								-	#DIV/0!	#DIV/0!
2									#DIV/0!	#DIV/0!
3									#DIV/0!	#DIV/0!
4									#DIV/0!	#DIV/0!
5									#DIV/0!	#DIV/0!
6									#DIV/0!	#DIV/0!
7									#DIV/0!	#DIV/0!
8									#DIV/0!	#DIV/0!
9									#DIV/0!	#DIV/0!
10									#DIV/0!	#DIV/0!
11									#DIV/0!	#DIV/0!
12									#DIV/0!	#DIV/0!
13									#DIV/0!	#DIV/0!
14									#DIV/0!	#DIV/0!
15									#DIV/0!	#DIV/0!
16									#DIV/0!	#DIV/0!
17									#DIV/0!	#DIV/0!
18									#DIV/0!	#DIV/0!
19									#DIV/0!	#DIV/0!
20									#DIV/0!	#DIV/0!
21									#DIV/0!	#DIV/0!
22									#DIV/0!	#DIV/0!
23									#DIV/0!	#DIV/0!
24									#DIV/0!	#DIV/0!
25									#DIV/0!	#DIV/0!
26									#DIV/0!	#DIV/0!
27									#DIV/0!	#DIV/0!
28									#DIV/0!	#DIV/0!
29									#DIV/0!	#DIV/0!
30									#DIV/0!	#DIV/0!
31									#DIV/0!	#DIV/0!
32									#DIV/0!	#DIV/0!
33									#DIV/0!	#DIV/0!
34									#DIV/0!	#DIV/0!
35	Principal								#DIV/0!	#DIV/0!
	Management									
	Total							-	#DIV/0!	
	Unit Price		0							

Improvement Budget

Category	Year 1												Total	
	1	2	3	4	5	6	7	8	9	10	11	12		
Landscaping														-
Paving														-
Drainage														-
Lights														-
Appliances														-
Doors														-
Windows														-
Drywall and Painting														-
HVAC														-
Flooring														-
Cabinets														-
Hardware														-
Fixtures														-
Swimming Pool														-
Miscellaneous														-
Club House														-
Laundry														-
Business Center														-
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Total Improvements -

Balance Sheet

Assets	Amount
Opening Operating Reserve / Cash	-
Opening Improvement Reserve / Cash	-
Land	
Buildings	
Other Equipment	
Total Assets	-
Liabilities	
Mortgage	-
Other Liabilities	
Total Liabilities	-
Owner Equity	-
Total Liabilities + Equity	-
Check Sum	-

Land + Buildings = Fees + Purchase Price

Note: Assets must equal total liabilities + equity (if they do not seek an accountant's support for this table).

Note: Buildings should come from the appraiser (the appraiser should be instructed to provide a value for buildings and a value for land).

Note: Land should come from the appraisal (the appraiser should be instructed to provide a value for buildings and a value for the land).

Return Tables

Internal Rate of Return

IRR	Year 1	Year 2	Year 3	Cash on Cash		
#VALUE!	0	0	#DIV/0!	#DIV/0!		
IRR	Year 1	Year 2	Year 3	Year 4	Year 5	Cash on Cash
#VALUE!	0	0	0	0	#DIV/0!	#DIV/0!

Annual Cash Return on Investment as a Percentage

Year 1	Year 2	Year 3		
#DIV/0!	#DIV/0!	#DIV/0!		
Year 1	Year 2	Year 3	Year 4	Year 5
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Note 1: IRR Calculation is Based on An Assumed Sale at 8% cap rate in the Final Year and Improves if any cash is returned to investors early.

Note 2: The final year cash is the value plus the operating and improvement reserve at the "sale" less the debt.

Note 3: The cash at sale does not account for paid principal if any.

Sources and Uses

Sources:		Amount
	Debt	-
	Equity	-
	Other	
Total Sources		-
Uses:		
	Purchase Price	
	Fees	-
	Operating Reserve	-
	Improvement Reserve	-
Total Uses		-

Check Sum (should be 0)

Note: Uses must equal sources

Note: Operating reserve should be equal to negative cash flow from the portfolio plus a reasonable balance for the size the property.

Average Rent Table

	Qty	Initial Rent
Efficiency Units	0	
Studio Units	0	
1 Bedroom Units	0	
2 Bedroom Units	0	
3 Bedroom Units	0	
4 Bedroom Units	0	
5 Bedroom Units	0	

Average Rent	#DIV/0!
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Key Metrics and Valuation

	6% Cap Rate	7% Cap Rate	8% Cap Rate	9% Cap Rate
Year 1 Value	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Year 2 Value	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Year 3 Value	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Year 4 Value	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Year 5 Value	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	NOI	LTV	DSCR	
Year 1 Value	#DIV/0!	#DIV/0!	#DIV/0!	
Year 2 Value	#DIV/0!	#DIV/0!	#DIV/0!	
Year 3 Value	#DIV/0!	#DIV/0!	#DIV/0!	
Year 4 Value	#DIV/0!	#DIV/0!	#DIV/0!	
Year 5 Value	#DIV/0!	#DIV/0!	#DIV/0!	

