

Data Field	\$	Definitions of what is to be included in category	Comments and Discussion
INCOME			
Gross Potential Income from tenant rent or contribution		<i>Based on 100% occupancy and collection, and including administrative unit(s) or any units for which employees receive rent as a portion of their compensation</i>	
Gross Potential Rent from Rent Subsidy		<i>All subsidy sources (project or tenant based), net of payments to tenants for utilities</i>	<i>possibility of future drop down menu to capture type of subsidy</i>
Total Gross Potential Residential Rental Income			
Gross Commercial Income		<i>Based on 100% occupancy. Do not include income if commercial is not part of legal entity owning residential property (i.e.: separate condominium)</i>	
Total Gross Income			
Residential Vacancy		<i>Vacancy loss on residential units</i>	
Concessions		<i>Allowances for free rent and give-away items to attract tenants</i>	
Commercial Vacancy		<i>Total commercial vacancy loss, bad debt and concessions</i>	
Effective Rental Income			
Laundry			
Parking			
Miscellaneous fees		<i>Includes late fees, NSF fees, application or tenant screening fees, cleaning fees and other non-refundable fees</i>	
Other income		<i>Includes interest on operating accounts, vending, forfeited security deposits, commissions, cable TV, internet, tenant storage, pay phones, other</i>	
Service Income			<i>possibility of future drop-down menu to capture source</i>
EFFECTIVE GROSS INCOME			
EXPENSE and RESERVES			
On-Site Management		<i>Include salaries, taxes and benefits for on site managers and other employees whose primary employment is for this site/community. Include cost of leasing, bonding of on-site employees. Maintenance or landscaping payroll should be charged to maintenance or landscaping rather than as part of on-site management.</i>	
On-Site Management - Resident Manager(s) unit or other administrative unit		Value of rent-free units such as the managers units or other administrative unit.	

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Off-Site Management		<i>Include management fees or expenses for training for off-site property managers, compliance, supervision of on-site staff, bookkeeping that agency staff perform, business tax, advertising for personnel, and other expenses related to staff and staff management off-site</i>	
Professional Services: Legal, Accounting and Audit		<i>Include legal fees and services such as eviction</i>	
Office Administration		<i>Include office supplies, telephone and answering service, credit and criminal checks, repair and maintenance of equipment, postage and printing</i>	
Advertising and Marketing		<i>Advertising / Marketing / Retention: newspaper ads, magazine ads, radio ads, brochures, newsletters, special signage, hospitality, business cards, etc</i>	
Bad Debt (Residential)		<i>Loss in revenue due to write-off of uncollected rent, net of recovered losses (of receivables previously written off)</i>	
Security			
Repairs and Maintenance performed under contract		<i>Includes contracted maintenance, materials, supplies, painting, janitorial and cleaning, heating/cooling, snow removal, vehicle maintenance, pest control, fire safety</i>	<i>do not include expenses attributable to turnover or which have been reimbursed from the replacement reserve; includes repairs and replacements paid from mental revenues, regardless of whether capitalized or expensed</i>
Repairs and Maintenance performed by agency staff		<i>Includes payroll, materials and supplies, painting, janitorial and cleaning, heating/cooling, snow removal, vehicle maintenance, pest control, fire safety</i>	<i>do not include expenses attributable to turnover or which have been reimbursed from the replacement reserve; includes repairs and replacements paid from mental revenues, regardless of whether capitalized or expensed</i>
Turnover performed under contract		<i>Include expenses associated with preparing units for rental that are performed under contract, including labor and materials for cleaning, painting, carpets, other floor covering and decorating</i>	<i>do not include expenses that have been reimbursed from the replacement reserve; includes repairs and replacements paid from mental revenues, regardless of whether capitalized or expensed</i>
Turnover performed by agency staff		<i>Include expenses associated with preparing units for rental that are performed under contract, including labor and materials for cleaning, painting, carpets, other floor covering and decorating</i>	<i>do not include expenses that have been reimbursed from the replacement reserve; includes repairs and replacements paid from mental revenues, regardless of whether capitalized or expensed</i>
Elevator			
Landscaping		<i>Contract labor, materials and supplies</i>	
Electric and Natural Gas		<i>for common areas and if utility is paid by landlord rather than tenant</i>	
Water and Sewer		<i>for common areas, plus for tenant units if utility is paid by landlord rather than tenant, net of tenant repayment</i>	

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Garbage Removal		<i>for common area and if paid by landlord rather than tenant (i.e. single family)</i>	
Other Utilities		<i>include cable TV, internet and explain any additional utility expenses</i>	
Real Estate Tax			
Insurance		<i>Insurance - property, liability, casualty, flood, earthquake, boiler, mechanical, HVAC (does not include payroll or bonding)</i>	
Fees		<i>Include "above the line/must pay" fees, including State OAHTC & LIHTC, trustee, credit enhancement and detail & explain any additional fees</i>	
Asset Management Fees		<i>if allowed by funder</i>	
Resident Services		<i>If required as a condition of project funding</i>	
Replacement Reserves		<i>Annual required deposit in reserve replacement account - provide detail in the Replacement and Operating Reserve register form</i>	
Commercial Expense		<i>Expenses associated with commercial space paid by owner</i>	
Other		<i>Explain in textbox</i>	
TOTAL OPERATING EXPENSE			
DEBT			
MUST PAY DEBT	Payment	Indicate Lender/Institution	Comments
First Position Loan Principal			
First Position Loan Interest			
Subordinate Loan Principal			
Subordinate Loan Interest			
Other Hard Debt Principal			
Other Hard Debt Interest			
Total Must Pay Debt			
Net Cash Flow			
CONTINGENT DEBT AND WATERFALL		<i>Include LP fees, deferred developer fee, partnership management fees, required operating reserve (provide detail in the Replacement and Operating Reserve register form) LP loans, contingent debt, GP fees, GP loans, contingent fees, land lease</i>	
Priority Pmt 1			
Priority Pmt 2			
Priority Pmt 3			
Priority Pmt 4			
Priority Pmt 5			

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Priority Pmt 6			
Priority Pmt 7			
Cash Flow			