#### **Unit Distribution and Rents**

- \*Input the no. of bedrooms, no. of units, sq. footage, monthly contract rent and type of units for Low-Income units, employee, and Market Rate Unit(s) in the blue shaded areas.
- \*Totals will automatically fill.

### **Unit Distribution and Rents (cont)**

- \* Total monthly tenant paid rent (cell E6) is automatically pulling out from first page of Unit Distribution an
- \* Enter the vacancy allowance in the blue shaded area.
- \*Totals will automatically fill.

### **Development Expenses**

- \*Select the green development expenses worksheet to complete this section
- \*Input all operating expenses in the blue shaded areas.
- \*There are places for "other" expenses throughout the budget and at the end. Please use appropriate category when possible.
- \*The worksheet will automatically calculate totals.
- \*You must enter the number of units and annual replacement reserves per unit.

#### Pro Forma

Gross Residential Income are pulled from Unit Distribution and Rents.

- \*Figures for Annual Operating expenses and Annual Replacement Reserve are pulled from Development Expenses.
- \*Fill in the %s column for rate increases and vacancy.
- \*Fill in the light blue shaded cells for items that applies such as other income, other commercial income and annual debt service.

\*HELPFUL HINT - Some of the cells contain a red triangle in the corner. Place cursor in that cell to see comments.

Call HDT Staff if you have problems with the worksheets.

## **UNIT DISTRIBUTION AND RENTS**

<b>Low income Units</b>		Yes	No				
Number of Bedrooms	Number of Units	Sq. Ft. Per Unit	Total Sq. Ft. Per Size	Monthly Contract Rent	Total Monthly Rent*	Type of Unit (AHTC, <u>SN</u> , HOME, etc.)	Tenant % of Median Income
					-		
					-		
					-		
Totals:	0		0		\$0		
List employee u	ınit(s) separately s	<u>,                                     </u>					
Totals:	0			xxxxxxxx	xxxxxxxx		
Grand Total	0				\$0		
*DO THESE R	ENTS INCLUDI	E UTILITIES?		Yes	No		

# **UNIT DISTRIBUTION AND RENTS (cont)**

## A. Development Income

TOTAL MONTHLY TENANT PAID RENT FOR ALL UNITS	\$	-							
Miscellaneous MONTHLY Income Related to Residential Use (Must specify the source)									
Source of Income									
TOTAL <b>MONTHLY</b> MISC. INCOME		\$	-						
TOTAL <b>MONTHLY</b> INCOME FROM <b>ALL</b> SOURCES		\$	-						
MONTHLY VACANCY ALLOWANCE %		\$	-						
MONTHLY EFFECTIVE INCOME	,	\$							
MULTIPLY THE ABOVE FIGURES BY 12 TO GET ANNUAL AMOU	<u>UNTS</u>								
TOTAL <b>ANNUAL</b> INCOME FROM <b>ALL</b> SOURCES		\$	_						
ANNUAL VACANCY ALLOWANCE %	0%		_						
	U 70	ф	-						
ANNUAL EFFECTIVE INCOME	•	\$							

### **DEVELOPMENT EXPENSES**

Category totals only **will not** be accepted. Please specify all "other" categories.

Green Calle Dequire An Entry		I
Green Cells Require An Entry Blue Cells May Have Inputs		
Administration		
Accounting Advertising		
•		
Legal		
Leased Equipment		
Management Fees		
Management Salaries + PR Taxes		
Model Apartment		
Office Supply/Postage		
Telephone		
Asset Management Fee		
Compliance Fees		
Other (Specify)		
TOTAL ADMINISTRATIVE COST		\$ -
Operating Expenses		
Fuel (Heat/Water)		
Electrical		
Water & Sewer		
Gas		
Trash/Garbage		
Security		
Cable		
Other (Specify)		
TOTAL OPERATING COST		\$ -
TOTAL OF ENATING GOOT		
Maintenance Expenses		
Elevator		
Exterminating		
<u> </u>		
Grounds		
Repairs		
Maintenance Salaries		
Maintenance Supplies		
Other (Specify)		
TOTAL MAINTENANCE COST		<u> </u>
Fixed Expenses		
Real Estate Taxes		
In Lieu of Taxes		
Other Tax Assessments		
Insurance		
Other (Specify)		
TOTAL FIXED COSTS	-	\$ -
Other Expenses		
Other (Specify)		
Other (Specify)		
Other (Specify)		
		\$ -
TOTAL ANNUAL RESIDENTIAL OPERATING EXPENSES		\$ -
		*
NUMBER OF UNITS		
ANNUAL OPERATING EXPENSES PER UNIT		ı
ANTO A DI ENGINO EM ENOLO I EN UNII		•
ANNUAL REPLACEMENT RESERVES PER UNIT		
TOTAL ANNUAL REPLACEMENT RESERVES		\$ -
. O., . L. ANOGE REI EGOEMENT RECENTED		

#### PRO FORMA

	%	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Gross Residential Income		-	-	-	-	-	-	-	-	_	-	-	-	-	-	-
Other Income(not increasing)			-		-	-	-	-	-	-	-	-		-	-	-
Other income (increasing)			-	-	-	-	-			-	-		-	-	-	-
Subtotal			-	-	-	-	-	-	-	-	-	-	-	-	-	-
less: vacancy		-	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Income			0	0	0	0	0	0	0	0	0	0	0	0	0	0
less:																
Annual Operating Expenses		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Annual Replacement Reserve		-			-						-			-		
Net annual Operating Income (NOI)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
less: Annual Debt Service			-	-	-	-	-	-	-	-	-	-	-	-	-	-
Annual Cash Flow		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service Ratio		#DIV/0!														