

### **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 (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 MONTHLY MISC. INCOME \$ -

TOTAL MONTHLY INCOME FROM *ALL* SOURCES \$ -

MONTHLY VACANCY ALLOWANCE % \$ -

MONTHLY EFFECTIVE INCOME \$ -

**MULTIPLY THE ABOVE FIGURES BY 12 TO GET ANNUAL AMOUNTS**

TOTAL ANNUAL INCOME FROM *ALL* SOURCES \$ -

ANNUAL VACANCY ALLOWANCE % 0% \$ -

ANNUAL EFFECTIVE INCOME \$ -

## DEVELOPMENT EXPENSES

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

Green Cells Require An Entry	
Blue Cells May Have Inputs	
<b><u>Administration</u></b>	
Accounting	
Advertising	
Legal	
Leased Equipment	
Management Fees	
Management Salaries + PR Taxes	
Model Apartment	
Office Supply/Postage	
Telephone	
Asset Management Fee	
Compliance Fees	
Other (Specify)	
<b>TOTAL ADMINISTRATIVE COST</b>	<b>\$ -</b>
<b><u>Operating Expenses</u></b>	
Fuel (Heat/Water)	
Electrical	
Water & Sewer	
Gas	
Trash/Garbage	
Security	
Cable	
Other (Specify)	
<b>TOTAL OPERATING COST</b>	<b>\$ -</b>
<b><u>Maintenance Expenses</u></b>	
Elevator	
Exterminating	
Grounds	
Repairs	
Maintenance Salaries	
Maintenance Supplies	
Other (Specify)	
<b>TOTAL MAINTENANCE COST</b>	<b>\$ -</b>
<b><u>Fixed Expenses</u></b>	
Real Estate Taxes	
In Lieu of Taxes	
Other Tax Assessments	
Insurance	
Other (Specify)	
<b>TOTAL FIXED COSTS</b>	<b>\$ -</b>
<b><u>Other Expenses</u></b>	
Other (Specify)	
Other (Specify)	
Other (Specify)	
	<b>\$ -</b>
<b>TOTAL ANNUAL RESIDENTIAL OPERATING EXPENSES</b>	<b>\$ -</b>
NUMBER OF UNITS	
<b>ANNUAL OPERATING EXPENSES PER UNIT</b>	
ANNUAL REPLACEMENT RESERVES PER UNIT	
<b>TOTAL ANNUAL REPLACEMENT RESERVES</b>	<b>\$ -</b>

