

OPERATING BUDGET

PROJECT NAME: _____ PROJECT ADDRESS: _____
 DATE: _____

OPERATING INCOME

# of Bedrooms	# Units	SF	% Restricted	Monthly Rent	Annual Rent	Explanation
Total Units	0		Total Rent	\$ -		

Other Income	Monthly	Annual	
1:			
2:			
3:			
4:			
5:			
6:			
7:			
Subtotal Other Income	\$ -	\$ -	
Total Income	\$ -	\$ -	
Less			
Vacancy Rate (7%)		7% \$ -	

Effective Gross Income **\$ -**

OPERATING BUDGET

PROJECT NAME: _____ **PROJECT ADDRESS:** _____

DATE: _____

OPERATING EXPENSES

Administrative Expenses

Accounting/Audit	\$	_____
Advertising	\$	_____
Computer/Equipment	\$	_____
Legal	\$	_____
Management Fee	\$	_____
Management Services, Payroll Taxes, Benefits	\$	_____
Office Supplies/Postage	\$	_____
Telecommunications	\$	_____
Other Admin Expenses	\$	_____
Subtotal - Administrative Expenses	\$	-

Utility Expenses

Electrical	\$	_____
Natural Gas	\$	_____
Fuel Oil	\$	_____
Water and Sewer	\$	_____
Garbage Collection	\$	_____
Other Utility Expenses	\$	_____
Subtotal Utility Expenses	\$	-

Maintenance Expenses

Maintenance Salaries, Payroll Taxes, Benefits	\$	_____
Maintenance Supplies	\$	_____
Painting, Cleaning (unit turn-over)	\$	_____
Repairs	\$	_____
Grounds and Snow Removal	\$	_____
Service Contracts	\$	_____
Extermination Contract	\$	_____
Other Operating and Maintenance Expenses	\$	_____
Subtotal Operating and Maintenance Expenses	\$	-

Fixed Expenses

Real Estate Taxes	\$	_____
PILOT	\$	_____
Special Assessments	\$	_____
Property Hazard and Liability Insurance	\$	_____
Rent-Free Unit (on-site Mgr)	\$	_____
Fees	\$	_____
Other Fixed Expenses	\$	_____
Subtotal Fixed Expenses	\$	-

Reserve Account Contributions

Replacement Reserves	Per Unit= \$ _____	\$	\$	-
Other		\$	_____	

TOTAL ANNUAL OPERATING EXPENSES **\$** -

NET OPERATING INCOME **\$** -