

## **OPERATING BUDGET**

**PROJECT NAME:** \_\_\_\_\_ **PROJECT ADDRESS:** \_\_\_\_\_

DATE: \_\_\_\_\_

## **OPERATING INCOME**

## Other Income

1:

2:

3:

4:

5:

6:

7:

### **Subtotal Other Income**

### Total Income

## Monthly

## Annual

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                         | \$ |   |
| <b>Subtotal - Administrative Expenses</b>    | \$ | - |

## Utility Expenses

|                                  |    |   |
|----------------------------------|----|---|
| Electrical                       | \$ |   |
| Natural Gas                      | \$ |   |
| Fuel Oil                         | \$ |   |
| Water and Sewer                  | \$ |   |
| Garbage Collection               | \$ |   |
| Other Utility Expenses           | \$ |   |
| <b>Subtotal Utility Expenses</b> | \$ | - |

## 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           | \$ _____ |
| <b>Subtotal Operating and Maintenance Expenses</b> | \$ _____ |

## Fixed Expenses

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

## Reserve Account Contributions

**TOTAL ANNUAL OPERATING EXPENSES** \$

**NET OPERATING INCOME** \$