

Instructions

- 1. Provide a complete itemized operating history for the previous two full years ending 12/31 and the current year to date.
 - a. If the property is new or newly renovated and no historical information is available, provide a complete year-to-date operating history from time of construction/renovation and a 12-month pro forma.
- 2. You may attach or provide your own form of itemized operating history or provide the Schedule E from your Federal Income Tax Return for each requested year. The operating history must include all of the information requested on this form.
- 3. Sign, date, and print your name and title in the area below or on the provided operating history or Schedule E.
 - a. For purchase transactions, a seller-provided operating history is required.

Property Address:

	12/31 Year End	12/31 Year End	Month YTD
Annual Income			
Rent Collected			
Laundry Income			
Parking Income			
Storage Income			
Other (please describe):			
Total Income Collected			
Annual Expenses			
Taxes			
Insurance			
Utilities			
(including garbage and cable TV)			
Management			
Resident Manager			
Offsite Manager			
Advertising/Telephone			
Licenses			
Building Maintenance and Repair			
Pest Control, Painting, and Decorating			
Cleaning/Supplies			
Gardener			
Pool Service/Elevator Maintenance			
Other (please describe):			
Total Annual Expenses			
(if mastered metered, please indicate)			
Net Operating Income			
(total income minus total expenses)			
Capital Expenditures (non-recurring expenses)			
(please describe below or on attachment)			
Total Capital Expenditures			
Total Expenses			
(total annual expenses and total capital expenditures)			
☐ See attached operating history dated			
I have personally prepared or reviewed the information herein or on the attached and certify that it is true and correct.			
Applicant's Signature		Date	
Applicant's Printed Name and Title			