

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