



Commercial Real Estate LOAN REGISTRATION FORM

BROKER INFORMATION

Name _____
Company _____
Phone _____
Email _____

COMMERCIAL REAL ESTATE

___ Current Rent Roll – (yours or use the attached form)
___ Property Operating Statements – Last two years and YTD (Yours or use the attached form)
___ Owner Occupied Properties – Last two years tax returns and YTD P&L for operating business
___ Purchase Contract – (If the loan is for the purchase of property)
___ Overview Of Business Plan

Transaction Narrative

Commercial Loan Application

I. PERSONAL OR BORROWING ENTITY INFORMATION

Complete this section for all guarantors and spouse or non-spouse, if applicable. (Attach additional sheets if needed.)
Additional guarantors must complete sections I, V - XI

Borrower is an: ☐ Individual(s) ☐ Entity

Borrowing entity is a: ☐ Corporation (C Corp) ☐ LLC ☐ LP/LLP ☐ S Corp ☐ Other:

Borrowing Entity Name: Date Formed: Tax ID:

Any individual who owns 25% or more of the borrowing entity is required to be a guarantor of the loan.
Please list ALL additional owners below or attach organization chart.

Name	Ownership	On Title	Is the structure of the entity changing as part of the loan transaction? <input type="checkbox"/> Yes <input type="checkbox"/> No
	%	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
	%	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	%	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	%	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Borrower Name:			Co-Borrower Name:				
Social Security #:	Date of Birth:		Social Security #:	Date of Birth:			
Marital Status:	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	Marital Status:	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced
Address 1:			Address 1:				
Address 2:			Address 2:				
City:	State:	Zip:	City:	State:	Zip:		
Phone Number:			Phone Number:				
Email Address:			Email Address:				

II. LOAN REQUEST

Commercial Mortgage Type Applied For: ☐ Investor ☐ Owner-Occupied

Loan Purpose: ☐ Purchase ☐ Refinance ☐ Cash-out Refinance Amortization: ☐ 15 Years ☐ 20 Years ☐ 25 Years ☐ 30 Years

Requested Loan Amount: Requested Interest Rate %: _____

Loan Program ☐ 5 Year ☐ 7 Year Prepayment Type: ☐ 5% for 5 Years ☐ 5% for 3 Years

<u>If a Purchase:</u>	<u>If a Refinance:</u>	<u>Subject Property Cash Flow:</u>
Purchase Contract Expires:	Original Purchase Date:	Actual Rents in Place (annualized): \$
Purchase Price: \$	Original Purchase Price: \$	Less Actual Expenses (annualized): \$
Amount of Down Payment: \$	Cost of Improvements Made*: \$	Equals Net Op. Income (annualized): \$
	Current Lender:	Gross Annual Rent of Largest Tenant: \$
	Interest Rate %:	Annual Property & Liability Insurance Premium: \$
	Monthly Payment: \$	Annual Property Taxes: \$
	Pay-Off Mortgage 1: \$	(*Please do not include mortgage payment or depreciation as a part of the Actual Expenses above.)
	Pay-Off Mortgage 2: \$	
	Pay-Off Outstanding Taxes/Others: \$	
	Cash Out: \$	
	Cash Out Description:	
	Is the property subject to any additional liens, encumbrances or restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please explain:	

III. SUBJECT PROPERTY INFORMATION				
Subject Property Address:				
City:	State:	Zip:	Year Built:	
Description of Subject Property (attach description if necessary):				
Commercial Property Type: <input type="checkbox"/> Multifamily <input type="checkbox"/> Mobile Home Parks <input type="checkbox"/> Automotive <input type="checkbox"/> Mixed Use (>50% Residential) <input type="checkbox"/> Mixed Use (<50% Residential) <input type="checkbox"/> Self Storage <input type="checkbox"/> Warehouse <input type="checkbox"/> Light Industrial <input type="checkbox"/> Daycare Center <input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Other <input type="checkbox"/> Restaurants <input type="checkbox"/> Bars				
Does the property have? <input type="checkbox"/> Underground or above ground storage tanks <input type="checkbox"/> Hazardous material handling/Licensing <input type="checkbox"/> Automotive repair uses <input type="checkbox"/> On-site dry cleaner <input type="checkbox"/> Ongoing environmental remediation <input type="checkbox"/> A prior Phase 1 report available <input type="checkbox"/> N/A				
Estimated Value of Real Estate: \$				
Source of Value Estimate: <input type="checkbox"/> Appraisal <input type="checkbox"/> Estimate <input type="checkbox"/> Sales Price (if purchase)				
Owner Occupied: <input type="checkbox"/> Yes <input type="checkbox"/> No		Owner Occupancy %:		
Yrs. of Investor Experience:		Number of Buildings:		
Number of Units:		Building Sq. Footage:		
Number of Units Occupied:		Land Sq. Footage:		
IV. BUSINESS INFORMATION				
Please complete if you are Self-Employed or the Borrower is a Business Entity.				
Business Name:				
Address:				
City:	State:	Zip:		
Years as Business Owner:				
Will this business occupy the subject property? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Type of Business: <input type="checkbox"/> Corporation (C Corp) <input type="checkbox"/> LLC <input type="checkbox"/> LP/LLP <input type="checkbox"/> S Corp <input type="checkbox"/> Other				
Tax Year 1 20____ Business Income		Tax Year 2 20____ Business Income		
a. Annual Revenues: \$		a. Annual Revenues: \$		
b. Annual Expenses: \$ (Exclude depreciation)		b. Annual Expenses: \$ (Exclude depreciation)		
Net Operating Income (A-B) \$		Net Operating Income (A-B) \$		
V. EMPLOYMENT INFORMATION				
Self Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Self Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Years on the Job:		Years on the Job:		
VI. ANNUAL INCOME AND COMBINED HOUSING EXPENSE INFORMATION				
Net ANNUAL Income:	Borrower	Co-Borrower	Combined MONTHLY Housing Expenses (for Primary Residence only)	
Total Income:	\$	\$	Total Monthly Housing:	\$
VII. ASSETS AND LIABILITIES				
<u>Assets</u>		<u>Liabilities</u>		
Total Assets:	\$	Total Liabilities: \$		
Total Cash Available: (Savings and Checking)	\$	Net Worth: \$		

VIII. PERSONAL DECLARATIONS

If you answer "Yes" to any questions A through F, please provide a separate explanation.	Borrower	Co-Borrower
A. Are there any outstanding judgments against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Have you declared bankruptcy within the last 4 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Have you had property foreclosed upon or given title in lieu thereof in the last 4 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
D. Are you party to a lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
E. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure or judgment in the last 4 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
F. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation or loan guarantee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
G. Are you obligated to pay alimony, child support or separate maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
H. If applicable, do you intend to occupy the property as your primary housing residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
I. Have you been convicted of a felony within the past 10 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
J. Are you a U.S. citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
K. Are you a permanent resident alien?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered no to questions J and K, please provide visa status:

IX. BUSINESS DECLARATIONS

Please select N/A if you are closing as an individual and your business is not going to occupy the subject property.

Neither my business, nor any principal of my business has declared bankruptcy in the last 4 years.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A
Neither my business, nor any principle of my business is a party to any lawsuit.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A
My business has never defaulted on any Federal debt including SBA loans.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A
No principle of my business has had a property foreclosed within the past 4 years.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A
The business has neither been denied a license, certification or ability to conduct business nor been suspended or administratively limited to its ability to conduct business.	<input type="checkbox"/> True <input type="checkbox"/> False <input type="checkbox"/> N/A

Please explain any declaration with "false" response or provide documentation:

X. GENERAL AUTHORIZATION

I HEREBY AUTHORIZE LENDER TO VERIFY ANY AND ALL INFORMATION PROVIDED OR REQUESTED WITH THIS APPLICATION, INCLUDING BUT NOT LIMITED TO MY PAST AND PRESENT EMPLOYMENT, EARNING RECORDS, BANK ACCOUNTS, STOCK HOLDINGS AND ANY OTHER ASSET BALANCES NEEDED TO PROCESS MY LOAN APPLICATION.

I UNDERSTAND THAT FALSE INFORMATION AND STATEMENTS MAY RESULT IN POSSIBLE PROSECUTION UNDER FEDERAL AND STATE LAWS. FURTHER, I UNDERSTAND THAT MY INFORMATION WILL BE SCRUBBED AGAINST THE OFAC, SDN LISTS, EXCLUSIONARY AND OTHER LISTS TO CONFIRM COMPLIANCE WITH THE US PATRIOT ACT, COUNTER-TERRORISM REGULATIONS AND BSA/AML REGULATIONS.

I CERTIFY BY SIGNING BELOW THAT THIS IS NOT AN APPROVAL OR COMMITMENT TO LEND AND THAT I MAY BY DENIED AT ANY TIME DURING THE PROCESS FOR REASONS INCLUDING BUT NOT LIMITED TO CREDIT WORTHINESS SUCH AS; COLLATERAL ISSUES, BUSINESS PRACTICES OR UNSTABLE GOVERNMENT/POLITICAL CLIMATE WITHIN A COUNTRY.

Applicant

I AUTHORIZE LENDER TO MAKE ALL INQUIRES NECESSARY THAT VERIFY THE ACCURACY OF THE STATEMENTS MADE HEREIN AND TO DETERMINE MY CREDITWORTHINESS.

Applicant Authorization/Signature: _____ Social Sec. #: _____ Date: _____

Co-Applicant

I AUTHORIZE LENDER TO MAKE ALL INQUIRES NECESSARY THAT VERIFY THE ACCURACY OF THE STATEMENTS MADE HEREIN AND TO DETERMINE MY CREDITWORTHINESS.

Co-Applicant Authorization/Signature: _____ Social Sec. #: _____ Date: _____

X. INFORMATION FOR GOVERNMENT MONITORING PURPOSES	
1. Name of the company	2. Name of the parent company
3. Name of the subsidiary	4. Name of the subsidiary
5. Name of the subsidiary	6. Name of the subsidiary
7. Name of the subsidiary	8. Name of the subsidiary
9. Name of the subsidiary	10. Name of the subsidiary
11. Name of the subsidiary	12. Name of the subsidiary
13. Name of the subsidiary	14. Name of the subsidiary
15. Name of the subsidiary	16. Name of the subsidiary
17. Name of the subsidiary	18. Name of the subsidiary
19. Name of the subsidiary	20. Name of the subsidiary
21. Name of the subsidiary	22. Name of the subsidiary
23. Name of the subsidiary	24. Name of the subsidiary
25. Name of the subsidiary	26. Name of the subsidiary
27. Name of the subsidiary	28. Name of the subsidiary
29. Name of the subsidiary	30. Name of the subsidiary
31. Name of the subsidiary	32. Name of the subsidiary
33. Name of the subsidiary	34. Name of the subsidiary
35. Name of the subsidiary	36. Name of the subsidiary
37. Name of the subsidiary	38. Name of the subsidiary
39. Name of the subsidiary	40. Name of the subsidiary
41. Name of the subsidiary	42. Name of the subsidiary
43. Name of the subsidiary	44. Name of the subsidiary
45. Name of the subsidiary	46. Name of the subsidiary
47. Name of the subsidiary	48. Name of the subsidiary
49. Name of the subsidiary	50. Name of the subsidiary
51. Name of the subsidiary	52. Name of the subsidiary
53. Name of the subsidiary	54. Name of the subsidiary
55. Name of the subsidiary	56. Name of the subsidiary
57. Name of the subsidiary	58. Name of the subsidiary
59. Name of the subsidiary	60. Name of the subsidiary
61. Name of the subsidiary	62. Name of the subsidiary
63. Name of the subsidiary	64. Name of the subsidiary
65. Name of the subsidiary	66. Name of the subsidiary
67. Name of the subsidiary	68. Name of the subsidiary
69. Name of the subsidiary	70. Name of the subsidiary
71. Name of the subsidiary	72. Name of the subsidiary
73. Name of the subsidiary	74. Name of the subsidiary
75. Name of the subsidiary	76. Name of the subsidiary
77. Name of the subsidiary	78. Name of the subsidiary
79. Name of the subsidiary	80. Name of the subsidiary
81. Name of the subsidiary	82. Name of the subsidiary
83. Name of the subsidiary	84. Name of the subsidiary
85. Name of the subsidiary	86. Name of the subsidiary
87. Name of the subsidiary	88. Name of the subsidiary
89. Name of the subsidiary	90. Name of the subsidiary
91. Name of the subsidiary	92. Name of the subsidiary
93. Name of the subsidiary	94. Name of the subsidiary
95. Name of the subsidiary	96. Name of the subsidiary
97. Name of the subsidiary	98. Name of the subsidiary
99. Name of the subsidiary	100. Name of the subsidiary

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. For residential mortgage lending, federal law requires that we ask applicants for their demographic information (ethnicity, sex, and race) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information, but are encouraged to do so. **The law provides that we may not discriminate** on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, federal regulations require us to note your ethnicity, sex, and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide on this application.

Instructions: You may select one or more "Hispanic or Latino" origins and one or more designations for "Race." If you do not wish to provide some or all of this information, select the applicable check box.

BORROWER	
ETHNICITY	
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Cuban <input type="checkbox"/> Other Hispanic or Latino – <i>Enter Origin:</i> _____	
_____ <i>Examples: Argentinian, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, etc.</i>	
<input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> I do not wish to provide this information	
SEX:	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to provide this information	
RACE	<input type="checkbox"/> American Indian or Alaska Native- <i>Enter name of enrolled or principal tribe:</i> _____ <input type="checkbox"/> Asian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese Other Asian – <i>Enter race:</i> _____ <i>Ex: Hmong, Laotian, Thai, Pakistani, Cambodian, etc.</i> <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander – _____ <i>Enter race:</i> _____
<input type="checkbox"/> White <input type="checkbox"/> I do not wish to provide this information	

CO-BORROWER	
ETHNICITY	
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Cuban <input type="checkbox"/> Other Hispanic or Latino – <i>Enter Origin:</i> _____ <i>Examples: Argentinian, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, etc.</i>	
<input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> I do not wish to provide this information	
SEX:	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to provide this information	
RACE	<input type="checkbox"/> American Indian or Alaska Native- <i>Enter name of enrolled or principal tribe:</i> _____ <input type="checkbox"/> Asian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese Other Asian – <i>Enter race:</i> _____ <i>Ex: Hmong, Laotian, Thai, Pakistani, Cambodian, etc.</i> <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander – _____ <i>Enter race:</i> _____
<input type="checkbox"/> White <input type="checkbox"/> I do not wish to provide this information	<input type="checkbox"/> White <input type="checkbox"/> I do not wish to provide this information

To Be Completed by Financial Institution (for application taken in person):

Was the ethnicity of the Borrower collected on the basis of visual observation or surname? ☐ NO ☐ YES

Was the sex of the Borrower collected on the basis of visual observation or surname? ☐ NO ☐ YES

Was the race of the Borrower collected on the basis of visual observation or surname? ☐ NO ☐ YES

The Demographic Information was provided through:	
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☐ Face-to-Face Interview (includes Electronic Media w/Video Component) ☐ Fax or Mail

☐ Telephone Interview ☐ Email

Closing Notes: (1) IRS Form 4506T to be signed prior to underwriting for all borrowers and businesses related to the transaction. (2) Signatures on all tax returns may be completed at closing. This application is for a business purpose loan secured by commercial real estate. The undersigned specifically acknowledge and agree that (1) the loan requested by this application will be secured by a first mortgage or deed of trust on the property described herein; (2) the property will not be used for any illegal or prohibited purposes or use; (3) all statements made in this application are made for the purpose of obtaining the loan indicated herein; (4) occupation of the property will be as indicated above; (5) verification or reverification of any information contained in the application may be made at any time by the Lender, its agents, successors and assigns, either directly or through a credit reporting agency, from any source named in this application, and the original copy of this application will be retained by Lender, even if the loan is not approved; (6) the Lender, its agents, successors and assigns will rely on the information contained in the application and I/we have continuing obligation to amend and/or supplement the information provided in this application if any of the material facts which I/we have represented herein should change prior to closing; (7) In the event my/our payments on the loan indicated in this application become delinquent, the Lender, its agents, successors and assigns, may, in addition to all their other rights and remedies, report my/our name(s) and account information to a credit reporting agency; (8) ownership of the loan may be transferred to successors or assigns of the Lender without notice to me and/or the administration of the loan account may be transferred to an agent, successor or assign of the Lender with prior notice to me; (9) the Lender, its agents, successors and assigns make no representations of warranties, express or implied, to the Borrower(s) regarding the property, the condition of the property, or the value of the property; and (10) I/we understand and hereby agree that all principals of the company have been identified to the Lender and will sign the note personally guaranteeing repayment of the obligation. I/we the undersigned certify that the information provided in this loan application and in all loan documents submitted to Lender is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or negligent misrepresentation of the information contained in this application may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et seq. and liability for monetary damages to the Lender, its agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made on this application.

If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact your lender within 60 days from the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement.

Notice: The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is Federal Trade Commission, Equal Credit Opportunity, Washington, D.C., 20580.

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RENT ROLL
COMMERCIAL
For office, industrial, retail, mixed use

ALL COLUMNS AND SECTIONS MUST BE COMPLETED.

Rent Roll as of (required): _____

PROPERTY ADDRESS							CITY			STATE	ZIP CODE
STE #	TENANT'S NAME (PUT VACANT FOR VACANT SPACE)	SQ. FT. (APPROX)	CURRENT MONTH RENT IN PLACE	ORIGINAL OCCUPANCY DATE	CURRENT LEASE START DATE OR MTM	CURRENT LEASE EXPIRATION DATE	LEASE TYPE (NNN, MOD. GROSS, GROSS)	MONTHLY CAM CHARGES	NET RENT INCREASE (MO / YR)	NET RENT INCREASE AMT (\$ / MO)	EXTENSION OPTIONS? (Y / N)
TOTALS											

NOTES ON TENANTS

SIGNATURE

I (we) certify under penalty of perjury that the foregoing information herein is true and accurate.

Borrower

Date

Borrower

Date



Rent Roll as of (required): _____

MONTHLY RENT SCHEDULE		What utilities are included in rent? <input type="checkbox"/> Electricity <input type="checkbox"/> Cable TV <input type="checkbox"/> Gas <input type="checkbox"/> Garbage <input type="checkbox"/> Water <input type="checkbox"/> Heat
MONTHLY LAUNDRY INCOME (Must show on Income/Expenses)		
MONTHLY GARAGE INCOME		Is the property subject to rent control? <input type="checkbox"/> Yes <input type="checkbox"/> No
OTHER INCOME (specify below)		
		If yes, what is the current allowable increase per year? \$ _____
TOTAL FROM OTHER PAGES		What has been your average monthly occupancy rate over the preceding 12 months? _____ %
TOTAL GROSS MONTHLY INCOME		

SIGNATURE			
I (we) certify under penalty of perjury that the foregoing information herein is true and accurate.			
Borrower		Date	
Borrower		Date	



PROPERTY OPERATING STATEMENT

PROPERTY ADDRESS	CITY	STATE	ZIP CODE

ANNUAL INCOME	2ND YEAR PRIOR	PRIOR YEAR	CURRENT YEAR	MOS.
Rental Income Collected				
Total Income Collected				

ANNUAL EXPENSES	2ND YEAR PRIOR	PRIOR YEAR	CURRENT YEAR	MOS.
Do not include one time capital expense items				
Real Estate Taxes				
Insurance				
UTILITIES				
Gas				
Electricity				
Water/Sewer				
Trash				
MAINTENANCE				
Pest Control				
Gardener				
Pool Service				
Elevator				
Cleaning Service				
Building Rep. & Maint.				
Painting & Decorating				
Supplies				
ADMINISTRATION				
Administrative				
Advertising				
Telephone				
MISCELLANEOUS				
Resident Manager				
Security				
Off-Site Management				
Other				
TOTAL EXPENSES				
NET OPERATING INCOME				

COMMENTS OR EXPLANATIONS