

# ANNUAL PROPERTY OPERATING DATA SHEET

## APOD

Date: \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.

**1. PROPERTY TYPE:** \_\_\_\_\_

1.1 Location: \_\_\_\_\_

1.2 APOD figures are estimates reflecting:

- a.  Current operating conditions.
- b.  Forecast of anticipated operations.
- c. Prepared by: \_\_\_\_\_

**2. INCOME:**

2.1 <b>Scheduled Rental Income</b> .....	\$ _____	<b>%</b> <b>100%</b>
a. Less: Vacancies, discounts and uncollectibles. . . . .	-\$ _____	_____ %
Credit card charges . . . . .	-\$ _____	_____ %
2.2 <b>Effective Rental Income</b> .....	\$ _____	_____ %
a. Other income. . . . .	+ \$ _____	_____ %
2.3 <b>Gross Operating Income</b> .....	\$ _____	_____ %

**3. EXPENSES:**

3.1 Electricity .....	\$ _____	_____ %
3.2 Gas .....	\$ _____	_____ %
3.3 Water .....	\$ _____	_____ %
3.4 Rubbish .....	\$ _____	_____ %
3.5 Insurance .....	\$ _____	_____ %
3.5 Taxes .....	\$ _____	_____ %
3.6 Management Fee .....	\$ _____	_____ %
3.7 Resident Manager .....	\$ _____	_____ %
3.8 Office expenses/supplies .....	\$ _____	_____ %
3.9 Advertising .....	\$ _____	_____ %
3.10 Lawn/Gardening .....	\$ _____	_____ %
3.11 Pool/Spa .....	\$ _____	_____ %
3.12 Janitorial .....	\$ _____	_____ %
3.13 Maintenance .....	\$ _____	_____ %
3.14 Repairs and Replacements .....	\$ _____	_____ %
3.15 CATV/phone .....	\$ _____	_____ %
3.16 Accounting/Legal Fees .....	\$ _____	_____ %
3.17 _____ .....	\$ _____	_____ %
3.18 _____ .....	\$ _____	_____ %
3.19 <b>Total Operating Expense</b> .....	- \$ _____	_____ %

**4. NET OPERATING INCOME:** .....

**5. SPENDABLE INCOME (annual projection):**

5.1 **Net Operating Income** (enter from section 4) . . . . . \$ \_\_\_\_\_ %

5.2 Loan	Principal Balance Amount	Monthly Payment	Rate	Due Date
a. 1st	\$ _____	\$ _____	_____ %	_____
b. 2nd	\$ _____	\$ _____	_____ %	_____
c. 3rd	\$ _____	\$ _____	_____ %	_____

5.3 Total Annual Debt Service . . . . . - \$ \_\_\_\_\_ %

5.4 **Spendable Income** . . . . . \$ \_\_\_\_\_ %



**6. PROPERTY INFORMATION:**

6.1 Price \$ \_\_\_\_\_; Loan amounts \$ \_\_\_\_\_; Owner's equity \$ \_\_\_\_\_

6.2 Current vacancy rate or vacant space: \_\_\_\_\_ %

6.3 Assessor's allocations for depreciation schedule:  
Improvements \_\_\_\_\_ %; Land \_\_\_\_\_ %; Personal property \_\_\_\_\_ %.

6.4 Property disclosures:

- a.  Rent roll available;  need confidentiality agreement.
- b.  Rent control restrictions.
- c.  Condition of improvements available:  by owner,  by inspector.
- d.  Environmental report available.
- e.  Natural hazard disclosure available.
- f.  Soil report available.
- g.  Termite report available.
- h.  Building specification available.
- i. \_\_\_\_\_
- j. \_\_\_\_\_

**7. REPORTABLE INCOME/LOSS (annual projection):**

For Buyer to fill out.

7.1 **Net Operating Income** (enter from section 4) . . . . . \$ \_\_\_\_\_

7.2 Deductions from NOI

a. Annual interest expense . . . . . \$ \_\_\_\_\_

b. Annual depreciation deduction (ft Form 354.5) . . \$ \_\_\_\_\_

c. Total deductions from NOI . . . . . - \$ \_\_\_\_\_

7.3 **Reportable Income/Loss** (annual projection): . . . . . \$ \_\_\_\_\_

Broker: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**I have reviewed and do approve this information.**

Date: \_\_\_\_\_, 20\_\_\_\_

Owner's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_