

**Operating Statement**

**Check "Highlight Fields" above, TYPE fields on computer, print and fax to:**

PROPERTY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BORROWER: \_\_\_\_\_

SUBMITTING BROKER: \_\_\_\_\_ CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

LOAN REQUEST: \$ \_\_\_\_\_ ESTIMATED VALUE: \$ \_\_\_\_\_

MORTGAGE PROGRAM: \_\_\_\_\_ TERM: \_\_\_\_\_ ANTICIPATED RATE: \_\_\_\_\_%

PROPERTY TYPE: [ ] MULTI-FAMILY [ ] COMMERCIAL [ ] MIXED-USE – office - retail mixed with apartment unit(s)

EXPENSES	YEAR ENDING _____	YEAR ENDING _____	CURRENT YR-TO-DATE
MANAGEMENT FEE (Offsite), USE Greater of 5% OF GROSS ANNUAL RENT OR ACTUAL, IF ANY	\$ _____	\$ _____	\$ _____
ADVERTISING	\$ _____	\$ _____	\$ _____
ADMINISTRATIVE	\$ _____	\$ _____	\$ _____
PROPERTY/HAZARD INSURANCE PREMIUMS	\$ _____	\$ _____	\$ _____
LEGAL AND ACCOUNTING	\$ _____	\$ _____	\$ _____
ON-SITE MANAGEMENT, SALARIES, ETC.	\$ _____	\$ _____	\$ _____
INTERIOR CLEANING & MAINTENANCE	\$ _____	\$ _____	\$ _____
GENERAL REPAIRS & MAINTENANCE	\$ _____	\$ _____	\$ _____
COMMON AREA MAINTENANCE ("CAM"), (i.e. Pool, Landscape, Pest Control, Grounds, etc.)	\$ _____	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
REAL ESTATE TAXES	\$ _____	\$ _____	\$ _____
UTILITIES (Electric, Gas)	\$ _____	\$ _____	\$ _____
UTILITIES (Water, Trash Removal)	\$ _____	\$ _____	\$ _____
LIABILITY INSURANCE ANNUAL PREMIUM	\$ _____	\$ _____	\$ _____
FLOOD INSURANCE ANNUAL PREMIUM, IF APPLICABLE	\$ _____	\$ _____	\$ _____
LOSS RESERVE, Multi-Family @\$250 per unit	\$ _____	\$ _____	\$ _____
LOSS RESERVE, Mixed-Use @\$250 per unit	\$ _____	\$ _____	\$ _____
LOSS RESERVE, Office @ \$.15 per sq. ft.	\$ _____	\$ _____	\$ _____
LOSS RESERVE, Retail @ \$.25 per sq. ft.	\$ _____	\$ _____	\$ _____
LOSS RESERVE, Industrial @ \$.20 per sq. ft.	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
<b>TOTAL OPERATING EXPENSES:</b>	\$ _____	\$ _____	\$ _____

Adjusted Gross annual Rent of \$ \_\_\_\_\_ Less Operating Expenses of \$ \_\_\_\_\_ = \$ \_\_\_\_\_ "NOI" \*  
 (\* NET OPERATING INCOME)

NOI of \$ \_\_\_\_\_ divided by annual P & I Payments of \$ \_\_\_\_\_ = \$ \_\_\_\_\_ "DSCR" \*\*  
 (\*\* DEBT SERVICE COVERAGE RATIO)

I/We certify under penalty of perjury that the foregoing information herein is true and accurate.

Seller \_\_\_\_\_

Borrower \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Seller \_\_\_\_\_

Borrower \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Submitting Broker authority certifies that this Multi-Family Operating Statement correctly represents the operating expenses provided by Seller/Borrower.

By: \_\_\_\_\_

Date \_\_\_\_\_

Title: \_\_\_\_\_