

# Operating Income Statement

## One- to Four-Family Investment Property and Two- to Four-Family Owner-Occupied Property

Property Address

Street

City

State

Zip Code

General Instructions: This form is to be prepared jointly by the loan applicant, the appraiser, and the lender's underwriter. The applicant must complete the following schedule indicating each unit's rental status, lease expiration date, current rent, market rent, and the responsibility for utility expenses. Rental figures must be based on the rent for an "unfurnished" unit.

	Currently Rented	Expiration Date	Current Rent Per Month	Market Rent Per Month	Utility Expense	Paid By Owner	Paid By Tenant
Unit No. 1	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	\$ _____	\$ _____	Electricity	<input type="checkbox"/>	<input type="checkbox"/>
Unit No. 2	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	\$ _____	\$ _____	Gas	<input type="checkbox"/>	<input type="checkbox"/>
Unit No. 3	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	\$ _____	\$ _____	Fuel Oil	<input type="checkbox"/>	<input type="checkbox"/>
Unit No. 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	\$ _____	\$ _____	Fuel (Other)	<input type="checkbox"/>	<input type="checkbox"/>
Total			\$ _____	\$ _____	Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/>
					Trash Removal	<input type="checkbox"/>	<input type="checkbox"/>

The applicant should complete all of the income and expense projections and for existing properties provide actual year-end operating statements for the past two years (for new properties the applicant's projected income and expenses must be provided). This Operating Income Statement and any previous operating statements the applicant provides must then be sent to the appraiser for review, comment, and/or adjustments next to the applicant's figures (e.g. Applicant/Appraiser 288/300). If the appraiser is retained to complete the form instead of the applicant, the lender must provide to the appraiser the aforementioned operating statements, mortgage insurance premium, HOA dues, leasehold payments, subordinate financing, and/or any other relevant information as to the income and expenses of the subject property received from the applicant to substantiate the projections. The underwriter should carefully review the applicant's/appraiser's projections and the appraiser's comments concerning those projections. The underwriter should make any final adjustments that are necessary to more accurately reflect any income or expense items that appear unreasonable for the market. (Real estate taxes and insurance on these types of properties are included in PITI and not calculated as an annual expense item) Income should be based on the current rents, but should not exceed market rents. When there are no current rents because the property is proposed, new, or currently vacant, market rents should be used.

### Annual Income and Expense Projection for Next 12 months

	By Applicant/Appraiser	Adjustments by Lender's Underwriter
<b>Income (Do not include income for owner-occupied units)</b>		
Gross Annual Rental (from unit(s) to be rented)	\$ _____	\$ _____
Other Income (include sources)	+ _____	+ _____
Total	\$ _____	\$ _____
Less Vacancy/Rent Loss	- _____ ( %)	- _____ ( %)
Effective Gross Income	\$ _____	\$ _____
<b>Expenses (Do not include expenses for owner-occupied units)</b>		
Electricity	_____	_____
Gas	_____	_____
Fuel Oil	_____	_____
Fuel _____ (Type - _____)	_____	_____
Water/Sewer	_____	_____
Trash Removal	_____	_____
Pest Control	_____	_____
Other Taxes or Licenses	_____	_____
Casual Labor	_____	_____
This includes the costs for public area cleaning, snow removal, etc., even though the applicant may not elect to contract for such services.		
Interior Paint/Decorating	_____	_____
This includes the costs of contract labor and materials that are required to maintain the interiors of the living unit.		
General Repairs/Maintenance	_____	_____
This includes the costs of contract labor and materials that are required to maintain the public corridors, stairways, roofs, mechanical systems, grounds, etc.		
Management Expenses	_____	_____
These are the customer expenses that a professional management company would charge to manage the property.		
Supplies	_____	_____
This includes the costs of items like light bulbs, janitorial supplies, etc.		
Total Replacement Reserves - See Schedule on Pg. 2	_____	_____
Miscellaneous	_____	_____
-----	_____	_____
-----	_____	_____
-----	_____	_____
-----	_____	_____
-----	_____	_____
-----	_____	_____
-----	_____	_____
-----	_____	_____
-----	_____	_____
Total Operating Expenses	\$ _____	\$ _____



## SINGLE FAMILY COMPARABLE RENT SCHEDULE

File # \_\_\_\_\_

This form is intended to provide the appraiser with a familiar format to estimate the market rent of the subject property. Adjustments should be made only for items of significant difference between the comparables and the subject property.

ITEM	SUBJECT	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	_____	_____		_____		_____	
Proximity to Subject							
Date Lease Begins Date Lease Expires							
Monthly Rental	If Currently Rented: \$	\$		\$		\$	
Less: Utilities Furniture	\$	\$		\$		\$	
Adjusted Monthly Rent	\$	\$		\$		\$	
Data Source							
<b>RENT ADJUSTMENTS</b>	<b>DESCRIPTION</b>	<b>DESCRIPTION</b>	<b>+ (-)\$ Adjust.</b>	<b>DESCRIPTION</b>	<b>+ (-)\$ Adjust.</b>	<b>DESCRIPTION</b>	<b>+ (-)\$ Adjust.</b>
Rent Concessions							
Location/View							
Design and Appeal							
Age/Condition							
Above Grade Room Count	Total : Bdrms : Baths	Total : Bdrms : Baths		Total : Bdrms : Baths		Total : Bdrms : Baths	
Gross Living Area	Sq. Ft.	Sq. Ft.		Sq. Ft.		Sq. Ft.	
Other (e.g., basement, etc.)							
Other:							
Net Adj. (total)		<input type="checkbox"/> + <input type="checkbox"/> - : \$		<input type="checkbox"/> + <input type="checkbox"/> - : \$		<input type="checkbox"/> + <input type="checkbox"/> - : \$	
Indicated Monthly Market Rent		<b>Net</b> %		<b>Net</b> %		<b>Net</b> %	
		<b>Gross</b> % \$		<b>Gross</b> % \$		<b>Gross</b> % \$	

Comments on market data, including the range of rents for single family properties, an estimate of vacancy for single family rental properties, the general trend of rents and vacancy, and support for the above adjustments. (Rent concessions should be adjusted to the market, not to the subject property.)

Final Reconciliation of Market Rent:

**I (WE) ESTIMATE THE MONTHLY MARKET RENT OF THE SUBJECT AS OF \_\_\_\_\_ TO BE \$ \_\_\_\_\_**

Appraiser(s) SIGNATURE \_\_\_\_\_  
NAME \_\_\_\_\_

Review Appraiser SIGNATURE \_\_\_\_\_  
(If applicable) NAME \_\_\_\_\_

Date Property Inspected \_\_\_\_\_ Report Signed \_\_\_\_\_

Date Property Inspected \_\_\_\_\_ Report Signed \_\_\_\_\_

License or Certification # \_\_\_\_\_ State \_\_\_\_\_

License or Certification # \_\_\_\_\_ State \_\_\_\_\_

Expiration Date of License or Certification \_\_\_\_\_

Expiration Date of License or Certification \_\_\_\_\_

Review Appraiser  Did  Did Not Inspect Subject Property