



ANNUAL PROPERTY OPERATING DATA SHEET

APOD

Prepared by: Agent _____ Phone _____
Broker _____ Email _____

DATE: _____, 20____, at _____, California.

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 Scheduled Rental Income	_____	100 %
a. Less: Vacancies, discounts and uncollectibles. . . - \$	_____	_____ %
2.2 Effective Rental Income [Lines 2.1 less 2.1 a and b]	_____	_____ %
a. Other income. + \$	_____	_____ %
2.3 Gross Operating Income	_____	_____ %

3. **EXPENSES:**

3.1 Electricity	\$ _____	_____ %
3.2 Gas	\$ _____	_____ %
3.3 Water	\$ _____	_____ %
3.4 Rubbish	\$ _____	_____ %
3.5 Insurance	\$ _____	_____ %
3.6 Taxes	\$ _____	_____ %
3.7 Management Fee	\$ _____	_____ %
3.8 Resident Manager	\$ _____	_____ %
3.9 Office Expenses/Supplies	\$ _____	_____ %
3.10 Advertising	\$ _____	_____ %
3.11 Lawn/Gardening	\$ _____	_____ %
3.12 Pool/Spa	\$ _____	_____ %
3.13 Janitorial	\$ _____	_____ %
3.14 Maintenance	\$ _____	_____ %
3.15 Repairs and Replacements	\$ _____	_____ %
3.16 CATV/Phone	\$ _____	_____ %
3.17 Accounting/Legal Fees	\$ _____	_____ %
3.18 Credit card charges	\$ _____	_____ %
3.19 _____	\$ _____	_____ %
3.20 _____	\$ _____	_____ %
3.21 Total Operating Expense [Lines 3.1 to 3.20]	- \$ _____	_____ %

4. **NET OPERATING INCOME:** [Line 2.3 less 3.21]. \$ _____ %

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** [Lines 5.2 a, b and c] – \$ _____ %

5.4 **Spendable Income** [Lines 5.1 less 5.3] \$ _____ %

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. Rental Income Rent Roll available; [See ft Form 352-1] need confidentiality agreement.
- b. Rent control restrictions.
- c. Condition of improvements available: by owner [See ft Form 304-1], by inspector.
- d. Environmental report available.
- e. Natural Hazard Disclosure Statement available. [See ft Form 314]
- 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** (NOI) (enter from section 4) \$ _____

7.2 Deductions from NOI

a. Annual interest expense \$ _____

b. Annual depreciation deduction \$ _____

c. Total deductions from NOI – \$ _____

7.3 **Reportable Income/Loss** (annual projection) \$ _____

Broker: _____
 Address: _____

 Phone: _____
 Cell: _____
 Fax: _____
 Email: _____

I have reviewed and approve this information.
 Date: _____, 20_____
 Owner's name: _____
 Signature: _____
 Signature: _____