



# 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: \_\_\_\_\_