

VIII. Income and Operating Expense Worksheet

Annual Total	Market	Affordable
(Insert Base and Current Years)	Base Year (2019)**	Current Year (2021)
Rental Income	\$	
1.Gross scheduled rental income (monthly rent in effect on January 1, 2019 times 12) including uncollected rent.	\$ 2,213,948	\$ 1,510,440
2.Portion Attributable to Vacancy	\$ (29,205)	\$ (42,455)
Fees (indicate what fee is for):		
3.Late fees	\$ 6,073	\$ 7,272
4.List fees, other than utilities, collected for services & amenities not included in rent	\$	\$
5. Storage Fees	\$ 17,027	\$ 24,530
6. Garage/Parking	\$ 53,901	\$ 76,575
7. Rentable Items Vacancy Loss	\$ -	\$ (33,235)
Other Income (list separately by type)*:		
8. Forfeited S/D	\$ 15,011	\$ 3,877
9. Misc. Other Income	\$ 6,852	\$ 8,715
10.	\$	\$
Fees for Utilities		
11.Gas	\$	\$
12.Electricity	\$	\$
13.Water	\$	\$
14.Sewer	\$	\$
15.Garbage & Recycling	\$	\$
Other (list separately by type)		
16. Utility Reim	\$ 67,631	\$ 73,923

17. Cable and Satellite Rev	\$ 1,943	\$ 3,564
18.Total Income	\$ 2,382,386	\$ 1,675,660
(add only lines 1 and 3-17)		
*Interest earned by Landlord on Tenant security deposits, other interest or investment income.	**(or an alternative year in the event of extenuating circumstances)	

IX. Operating Expenses Worksheet	Annual Total	
(Insert Base and Current Years)	Base Year (2019)	Current Year (2021)
1.Assessments	\$	\$
2.Real Property Taxes	\$ 238,823	\$ 249,982
3.License Tax/Fee	\$ 45	\$ 907
4.Rent Board Registration Fees	\$ -	\$
5.Insurance	\$ 50,956	\$ 58,498
6. Accounting	\$ -	\$ -
7.Legal (explain types of legal expenses)	\$ 144	\$ 153
8. Manager /Management Services	\$ 156,221	\$ 169,432
9. Security	\$ -	\$ 699
10. Office Supplies	\$ 1,945	\$ 2,513
12.Normal Repairs	\$ 933	\$ 2,003
13.Owner-Performed Labor	\$ -	\$ -
14.Plumbing Maintenance	\$ 1,727	\$ 4,481
15.Pool Maintenance	\$ -	\$ -
16.Landscape Maintenance	\$ 4,283	\$ 5,399
17.Other Maintenance	\$ 59,157	\$ 68,045
18. Parking Lot/Street Maintenance	\$ 83	\$ 88
19. Gas (separately metered only)	\$ 12,063	\$ 13,634

20. Electricity (separately metered only)	\$ 65,130	\$ 77,008
21. Water	\$ 30,973	\$ 36,912
22. Sewer	With Water	With Water
23. Amortized portion of Capital Expense [from page ; column (i)]	\$ 900	\$ 4,241
Other (list separately by type):		
24. Vandalism Repairs	\$	\$
25. Uninsured Damages	\$ 1,750	\$ 20,209
26. Misc. Exp	\$ 55,366	\$ 82,439
Additional operating expense items can be listed for this worksheet using separate page(s) as needed.		
27. Total Operating Expenses	\$ 680,497	\$ 796,644

XXIII. Calculation of Fair Return Rent Adjustment with Adjustments of Base Year Amount:

	Base Year (2019)		Current Year (2021)	
	\$	2,382,386	\$	1,675,660
1. Proposed Adjusted/Total Income*				
2. Operating Expenses	\$	680,497	\$	796,644
3. Net Operating Income				
(Income – Operating Expenses):	\$	1,701,889	\$	879,016
4. CPI		250.106		265.244
5. [Annual Average CPI]				6.05%
5. Percent Annual Increase in CPI 6.05%				
Base Year to Current Year				
[Current Year Annual Average CPI – Base Year Annual Average CPI divided by Base Year Annual Average CPI]				
6. Fair Net Annual Operating Income = Base Year Net Operating \$ Income Adjusted by CPI Increase				
[Line 3 Base Year + Line 5 percent]			\$	1,804,853.15
7. Fair Net Annual Operating Income \$ Minus Current Net Operating Income = Allowable Rent Increase				
[Line 3 Current Year – Line 6]			\$	925,837.59
8. Allowable Rent Increase/Unit/Month \$ (Line 7 divided by Number of Units divided by 12 months)			\$	682.77