
MULTIFAMILY HOUSING OPERATING BUDGET INSTRUCTIONS

The following descriptions are included to facilitate the preparation of the Operating Budget. For developments seeking Agency financing, they represent the key items the applicant must consider when preparing the Operating Budget. A narrative should be provided indicating the basis for the following numbers: gross rental income, commercial rental income, other rental income, service income, all payroll categories, real estate taxes, misc. taxes and insurance, supportive services, investor service fee, and any other categories that may require an explanation.

The per-unit controllable operating expenses must fall within the Agency's acceptable range or within the average range for the applicable management agent to meet the requirements for a feasible application. **The ranges are available on the Agency's website.** Please refer to this website for the requirements regarding the controllable operating expenses.

The Agency will allow submission of the operating budget prior to the submission of the entire application. **The budget and the required narrative may be submitted by January 15, 2010. In addition, please provide the property location and proposed management agent.**

For underwriting purposes, the Agency will continue to trend income at 2% annually and expenses at 3% annually for the 2010 funding round.

1. **Gross Rental Income** - Annual gross potential income based on the monthly rents and unit configuration. The Gross Rental Income should be calculated from the Unit Configuration & Rental Income Projections schedule in the Application, using Column A, Tenant Paid Rent, and Column C, Rental Assistance Payment.
2. **Commercial Income** - Specify square footage and annual rent per square foot for each commercial space (stores or offices). Submit copies of leases or letters of intent to lease under Tab 18.
3. **Other Rental Income** - Other substantial rental revenue, including rental subsidies, parking and garages.
4. **Total Rental Income** - Add lines 1, 2, 3.
5. **Residential Vacancies** - A minimum of 1 unit vacant per month is required if less than 20 units. A minimum of 5% is required for 20 units or more.
6. **Commercial Vacancy** - A minimum of 10% is required.
7. **Total Vacancies** - Add lines 5,6.
8. **Net Rental Income** - Subtract line 7 from 4.
9. **Service Income** – Laundry income specifying owned or leased machines. If leased, reflect only the net income to the property. For underwriting purposes, service income may not exceed \$60 per unit per year and the budget should not include vending income. The Agency may require justification for any amount listed in this category.
10. **Effective Gross Income** - Add lines 8 & 9.
11. **Advertising & Renting** - Expenses for the ongoing rental of the units. Include advertising, marketing and referral fees.
12. **Office & Telephone**- Office expenses for an on-site office only. In addition, include costs for telephone, answering service, and pager rental.
13. **Management Fee** - Indicate the fee factor, or fee per unit, the Management Agent will accept as total compensation for services, and apply the factor to line 10. This is subject to Agency approval. The management fee factor should not be less than 5% nor exceed 10%. The fee factor budgeted should be the percentage expected to be maintained for at least the first three years of operations.

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- 14. **Legal** - Budget only the legal fees and costs directly related to property operations. Partnership and syndication expenses are not property operating expenses.
- 15. **Audit** - Fees to prepare the annual audited financial statements.
- 16. **Miscellaneous Administrative Expense** - Anticipated costs of home visits, credit reports and miscellaneous overhead expenses.
- 17. **Total Administrative Expense** (Total Admin.)- Total lines 11 through 16.
- 18-22. **Utilities** - Utility costs by the respective line items for all annual utilities paid by the property. Include common areas and an allowance for tenant paid utilities, which may be required for vacant apartments. Include on each line item the anticipated consumption and unit cost.
- 23. **Total Property Paid Utilities** - Total of lines 18 through 22.
- 24. **Janitor/Maintenance Supplies** - Cost of all janitorial, maintenance and cleaning supplies.
- 25. **Operating/Maintenance Contracts** – Includes contracts for repairs, janitorial/cleaning, exterminating, and systems equipment.
- 26. **Rubbish Removal** - Cost of scheduled trash removal. Indicate whether the municipality or an outside contractor will provide the services.
- 27. **Security Payroll/Contract** – Includes cost of security service and security equipment. Also includes the cost of on-site personnel, indicating hours of coverage and hourly wage.
- 28. **Repairs Materials** - Supplies, tools, etc. for repairs to the building and equipment.
- 29. **Elevator Maintenance** - Estimate the cost of a full preventative maintenance contract, which is required by the Agency.
- 30. **HVAC Maintenance** - The cost for heating and air conditioning maintenance. Indicate if contracted services will be utilized.
- 31. **Grounds Maintenance/Snow Removal** - Landscape maintenance, snow removal and minor repairs to the parking area. Also include contracted services if they will be utilized.
- 32. **Painting and Decorating** - For properties financed by the Agency, \$20 per room per year is required.

<u>Unit Size</u>	<u>Number of Rooms</u>	<u>Unit Size</u>	<u>Number of Rooms</u>
SRO	1.5	3 Bdrm	5.5
EFF	2.5	4 Bdrm	6.5
1 Bdrm	3.5	5 Bdrm	7.5
2 Bdrm	4.5		

- 33. **Vehicle Operation & Repairs:** The cost of operating and repairing the property’s motor vehicles and maintenance equipment, including motor vehicle insurance.
- 34. **Miscellaneous Operating & Maintenance** - Include any expenses that are not specifically budgeted on lines 29 through 38.
- 35. **Total Operating and Maintenance Expense** - Total lines 24 through 34.

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36-42. **Property Payroll** - Budget the payroll costs by the respective line items for all property personnel. Include hours/week and hourly rate for each person. See payroll breakdown below:

Line No.	Description	No. of hours per week	Salary	Employee Apt. Line 39	Payroll Taxes Line 41	Workers Comp. Line 42	Employee Benefits Line 43
37	Office						
38	Manager						
39	Janitor						
40	Maintenance						

- 43. **Total Payroll Expense** - Total lines 36 through 42.
- 44. **Real Estate Taxes:** Provide a detailed calculation of taxes at full assessment after rehabilitation or construction. Include estimated assessment and millage. This represents the amount the Agency will bill and escrow during the first year of operations that will be used to pay the real estate tax bills due in year two.

For properties seeking Agency financing, a letter from the tax assessor may be required. Submit all current year tax invoices. Include any applicable tax abatement information for the property.
- 45. **Property & Liability Insurance** - A written quote is required for properties of 12 units or more which includes the cost of hazard, general liability and other applicable premiums. This represents the amount the Agency will bill and escrow during the first year of operations that will be used to pay the insurance bill due in year two.
- 46. **Miscellaneous Taxes & Insurance Licenses/Permits** - Additional property taxes, such as business privilege taxes, which are not included on line 44. Also include occupancy permit fees and additional insurance not included on line 45.
- 47. **Total Taxes and Insurance** - Total lines 44 through 46.
- 48. **Total Supportive Services** – Cost for an ongoing supportive services program, including staffing and contracted services, if included in the proposal.
- 49. **Total Replacement Reserve** - For properties making application to the Agency the replacement reserve should be calculated using \$325.00 per unit for elderly, \$440.00 per unit for general or family, and \$200.00 per unit for single room occupancy proposals. The Agency may also make additional adjustments as deemed necessary during underwriting.
- 50. **Investor Service Fee** - Annual fee charged by equity investor, if applicable. The equity investor letter must state that the fee is to be paid yearly as a project operating expense. If the fee is not listed in the letter, it may not be paid from project operations. In addition, the fee must be budgeted to be paid from operations.
- 51-52. **Other**- Other operating expenses not addressed above.
- 53. **Total Operating Disbursements** - Total lines 17, 23, 35, 43, 47, 48, 49, 50, 51 and 52.
- 54. **Net Operating Income (NOI)** - Subtract line 53 from line 10.
- 55. **Primary Debt Service** - The mortgage that the property can support is determined by using a debt service coverage ratio of 115% based upon line 54.
- 56. **Service Fee** - Refer to Program Guidelines.
- 57. **Credit Enhancement** - Refer to Program Guidelines.
- 58. **Other Service Fee** – Reflects other allowable service fees, including HUD Risk Sharing Fee.
- 59. **Total Primary Debt Service** - Add lines 55, 56, 57 and 58.
- 60. **Initial Cash Flow** - Subtract line 59 from line 54.

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61. **Primary Debt Service Coverage** - Divide line 54 by line 59. Refer to Program Guidelines for specific debt service requirements under the program(s) for which you are applying.
62. **PennHOMES Debt Service** - If cash flow (line 60) allows, calculate repayment of this debt. Refer to Program Guidelines.
- 63-64. **Other** – Debt Service (other than PennHOMES), if applicable.
65. **Total Secondary Debt Service** - Total lines 62 through 64.
66. **Secondary Cash Flow** - Subtract line 65 from line 60.