

# Property Operations Checklist

Items Included in the Application Package (TAB 2)	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Operating Budget Prior Approval	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Narrative	<input type="checkbox"/>		
Property and Liability Insurance Quote	<input type="checkbox"/>		
Management Fee Factor Between 5% and 10%	<input type="checkbox"/>		
Is Investor Service Fee paid from Project Operations	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is this language noted in the Syndication Letter	<input type="checkbox"/>		
Current Year Real Estate Tax Bills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future Real Estate Tax Projection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Letter from County Tax Assessor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Abatement Information (PILOT, LERTA, Etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Tax Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Business Privilege Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Housing Inspection License Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Income: Tenant Lease or Letter of Intent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Itemization of Rent-Up Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>