

Instructions:

1. Complete Section 1.
 2. Provide operating history* for the prior two full years ending 12/31 and current year-to-date. This requirement can be satisfied by any of the following options:
 - a. Attach your own itemized operating history for the previous two full years ending 12/31 and current year-to-date. All information requested in Section 2 should be included in the operating history and the attachment must be signed.
 - b. Attach your Schedule E from your Federal Income Tax Return for the last two years and include a year-to-date itemized operating history. The attached Schedule E and the operating history must be signed.
 - c. If an operating history is not available, complete Section 2 of this form.
 - d. If the property is **new** or **newly renovated** and historical information is not available, provide a complete year-to-date operating history from time of construction/renovation and a 12-month pro forma.
- * For purchase transactions, a seller-provided operating history, signed by the applicant, is required.



Section 1: Property Information

Property Address _____

City _____

State _____

Zip _____

Section 2: Operating History

An attached operating history and/or signed Schedule E is acceptable instead of completing the information below.

Attachment must contain all the information below, and include signature, date and printed name of the signer. For purchase transactions, a seller-provided Operating History, signed by applicant, is required.

	12/31 Year End:	12/31 Year End:	Month YTD:
Annual Income			
Actual Collection	_____	_____	_____
Laundry Income	_____	_____	_____
Parking Income	_____	_____	_____
Storage Income	_____	_____	_____
Tenant Reimbursed Expenses	_____	_____	_____
Other (please describe):	_____	_____	_____
_____	_____	_____	_____
Total Income Collected	_____	_____	_____
Annual Expenses			
RE Taxes	_____	_____	_____
Other Taxes & Assessments	_____	_____	_____
Insurance	_____	_____	_____
Utilities	<input type="checkbox"/> Mastered metered?	<input type="checkbox"/> Mastered metered?	<input type="checkbox"/> Mastered metered?
Fuel/ Gas	_____	_____	_____
Water/Sewer	_____	_____	_____
Electric	_____	_____	_____
Trash	_____	_____	_____
Cable/Other	_____	_____	_____
Management			
Resident Manager	_____	_____	_____
Payroll Expense	_____	_____	_____
Offsite Manager	_____	_____	_____
Advertising/Telephone	_____	_____	_____
Misc./Licenses	_____	_____	_____
Legal/Professional Fees	_____	_____	_____
Building Repair <i>(excluding capital expenditures)</i>	_____	_____	_____
Building Maintenance			
Snow Removal	_____	_____	_____
Pest Control	_____	_____	_____
Painting and Decorating	_____	_____	_____
Cleaning/Supplies	_____	_____	_____
Gardener	_____	_____	_____
Pool Svc/Elevator Maint	_____	_____	_____
Boiler Maintenance	_____	_____	_____
Other (please describe) :	_____	_____	_____
_____	_____	_____	_____
Total Annual Expenses <i>(excluding capital expenditures)</i>	_____	_____	_____
Net Operating Income <i>(total income less total annual expenses)</i>	_____	_____	_____
Capital Expenditures <i>(non-recurring expenses) Please describe type of capital expenditure (e.g. new roof, complete paint job).</i>	_____	_____	_____
_____	_____	_____	_____
Total Capital Expenditures	_____	_____	_____
Total Expenses <i>(total annual expenses + total capital expenditures)</i>	_____	_____	_____

Section 3: Certification (REQUIRED)

I hereby certify to JPMorgan Chase Bank, N.A., and its successors and assigns, that I have personally prepared and/or reviewed the information herein and on the attached documents, if any, and that to the best of my knowledge it is true and correct.

Applicant's Signature X	Applicant's Printed Name	Date
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