

1	GENERAL INFORMATION INPUT SHEET											
2	<b>General Data:</b>		<b>Operations (Current Owner):</b>			<b>Annual</b>		<b>Per Unit</b>		<b>Other Info:</b>		
3	Property Name:		<b>Utilities</b>			X		#VALUE!		Address:		
4	City:		Gas			X		#VALUE!		If no Broker is involved, remove the "X" and leave the space blank.		

**INSTRUCTIONS for Input:**

The "BLANK PROJECT" file worksheets contain a number of formulas and the worksheets that are connected to each other. In general, cells that contain **blue lettering** are items that can be changed. If an item has a blue "X" in it, it is a required cell. If there is no data in those cells, the will not be transferred to other areas that require that information. Lettered numbers or percentages on the worksheet are there as suggested numbers. This layout can be used for properties up to 225 units with up to 11 floor plans. Items in **black lettering** are "Password protected", usually because they contain formulas.

The first few worksheets contain most of the blue lettered cell boxes. So to work from the first sheet over and then proceed along the worksheets tabs to the right. If you are working on a particular worksheet you see error message such as "#VALUE!" or "DIV/0!" that means that there is no information entered in a cell that it is linked to for its formula. This worksheet may have more information lines than you necessarily need for your project. If you "Unprotect" the worksheet, you can remove the rows. Then the "Averages" will be automatically calculated for you. When finished be sure to go back and password protect the worksheet. The "Protection" function is under the "Tools" section of the Excel Tool Bar. When you Password Protect again, you do not necessarily have to enter a password to protect.

**NOTE:**

To hide the "COMMENTS" boxes on any worksheet, click on "Comments" in the "View" menu item. They will still automatically "pop up" when you place the mouse pointer over the cell. For identification, all cells with Comments in them have a red triangle in the upper right-hand corner.

The total number of months until all Units are Closed. This file assumes 24 months. There are other versions of this file available in longer or shorter durations.

The total # of Baths in the entire Project.

The Percentage of the Total \$ of Improvements, not the Purchase Price.

This is generally a Seller 2nd Mortgage.

How long will the loan for Remodeling be outstanding?

These next 4 items are a Percentage of the Purchase Price.

These are the "Loan Points".

The next 5 entries are a Percentage of the Total # of Units at the

This is a discount for a Purchaser of multiple units.

This is a Percentage of the Purchase Price. It can be offered in slower markets.

Includes Total Sales Commissions and Closing Costs (as a Percentage of the Purchase Price).

If you have an outside party raise funds for your equity / down payment, they usually charge a fee as a percentage of the capital raised.

This is for Employees, such as an on-site Property Manager.

This includes any escrow fees, attorneys fees, recording fees, tax prorations, utilities escrows, etc.

Delete "X" and formula if not applicable.

If you prefer, you can lump all the Utilities into the one box to the right. If not, Delete the "X" in "F2" and the formula in "F3".

The items in the rest of this column are for informational purposes only. They are not included in any other section of this Excel file.

Put in "L" for Landlord and "T" for Tenant below.

Utility company names go below.

The date when all Units are Closed.