

* (1- Financing-1, 2- Financing-2)

PURPOSE
CLIENT
LOCATION

ASSESSED/APPRAISED VALUES

Land
Improv
Person

TOTAL

GROSS SCH

Less Vac

EFFECTIVE

Plus: Oth

GROSS OPE

Less: Ope

Accoun

Advert

Proper

Proper

Payrol

Resident Management

Tax

Other

Person

Real E

Repair

Servic

Elevator

Jan

Lawn

Pool

Rubbish

Other

Supplies

Utilit

Electricity

Gas

Sew

Tel

Other

Miscel

THIS REPO
ALL FIGURES HEREIN SHOULD BE REVIEWED BY YOUR LEGAL AND TAX COUNSEL.

SUMMARY
CLIENT
LOC.

TYPE
#/UNITS
PUR \$
GSI

VAC

OP EXP

NOI
REAL PROP
PERS PROP

.....

			Err:522	Err:522
ement			Err:522	Err:522
al Proper	ty		Err:522	Err:522
			\$0	0%

PERCENT

EDULED IN	COME			
ancy and	Credit Lo	sses		#NAME?
RENTAL I	NCOME			
er Income				
RATING IN	COME			
rating Ex	penses			
ting and	Legal			Err:522
ising, Li	censes an	d Permits		Err:522
ty Insura	nce			Err:522
ty Manage	ment			Err:522
l				
				Err:522
es-Worker	s Compens	ation		Err:522
				Err:522
al Proper	ty Taxes			Err:522
state Taxes				Err:522
s and Mai	ntenance			Err:522
es				
				Err:522
itorial				Err:522
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				Err:522
				Err:522
				Err:522
ies				
				Err:522
and Oil				Err:522
er and Wa	ter			Err:522
ephone				Err:522
				Err:522
laneous				Err:522
PERCENT OPERATING EXPENSES				Err:522

Sheet1

TOTAL OPE
NET OPERA
Less: Ann
CASH FLOW

RATING EXPENSES
TING INCOME
ual Debt Service
BEFORE TAXES

*(1 or 2)

RT IS NOT

TO BE CO

NSTRUED AS GI

VING LEGAL OR

*

Err:522

.....
.....

0

SQUARE FEET

\$0

0

#NAME?

PERCENTAGES

#NAME?

#NAME?

Err:522

Err:522

#NAME?

Err:522

Err:522

Err:522

Err:522

OPE RTY OPERATIN G D ATA

PREPARED	01/29/23
PRICE	\$0
LOANS	\$0
EQUITY	\$0

FINANCING-1	BALANCE	
First		\$0
Second		\$0
Third		\$0
FINANCING-2		
First		\$0
Second		\$0

EXPENSES

SUMMARY

#NAME?	#NAME?
#NAME?	#NAME?
	#NAME?
	#NAME?

Err:522
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Err:522
Err:522

Sheet1

Err:522
#NAME?
\$0
#NAME?

1

TAX ADVICE.

* (1- Financing-1, 2- Financing-2)

*

Err:522

#NAME?

Sheet1

#NAME?

.....
.....
.....
.....

PROPERTY LOCATION
Above placed in Monthly Income when printed

.....
.....

		0
		0
	ANNUAL	
TERM	PAYMENT	
0		0
0		0
0		0
0		0
0		0

* \$0
#NAME?

*
*

*

.....

* THE PROFESSIONAL REAL ESTATE ANALYST, Ver. 2.3

*

*

*

*

*

UNIT TYPE		# UNITS
Studio		
Studio		
1 BR	BR	
1 BR	BR	
2 BR	BR	
2 BR	BR	
3 BR	BR	
3 BR	BR	
4 BR	BR	
4 BR	BR	
=====		=====
TOTALS		0

OTHER INCOME		# UNITS
Laundry		
Parking		
Other		
.....		
.....		
.....		
.....		
.....		
.....		
.....		
=====		=====
TOTALS		0

This monthly income schedule represents real or potential income and is the basis for the income portion of the Annual Property Operating DATA form.

* Must enter # Units for Calculation. *

default 0 1
0

PROPERTY TYPE

TENANT

=====

TOTALS	
# of Units	25

OTHER INCOME

UNITS

Parking
Other

.....
.....
.....
.....
.....
.....
.....
.....

=====

TOTALS	0
--------	---

This monthly income schedule represents real or potential income and is the basis for the income portion of the Annual Property Operating DATA form.

*

MONTHLY INCOME SCHEDULE

RENT

=====

Gross Scheduled Income

RENT

=====

*

DO NOT PROTECT OR WRITE TO CELLS BELOW
Err:522

*

SQ FT.	\$ SQ FT	TOTALS	
	\$0.00	\$0	0
	\$0.00	\$0	0
	\$0.00	\$0	0
	\$0.00	\$0	0
	\$0.00	\$0	0
	\$0.00	\$0	0
	\$0.00	\$0	0
	\$0.00	\$0	0
	\$0.00	\$0	0
	\$0.00	\$0	0
=====	=====	=====	
0	\$0.00		
	----->	\$0	

SQ FT.	\$ SQ FT	TOTALS	
	\$0.00	\$0	
	\$0.00	\$0	
	\$0.00	\$0	
	\$0.00	\$0	
	\$0.00	\$0	
	\$0.00	\$0	
	\$0.00	\$0	
	\$0.00	\$0	
=====	=====	=====	
0	\$0.00	\$0	
COMBINED WITH GSI		\$0	

*

Err:522

===== 0 \$0.00 =====

COMBINED WITH GSI

Err:522

*

THREE and FOUR - enter EXPENSES and COMMENTS to these screens.

Begin by entering EITHER a percentage expense OR a dollar value. The other will be automatically calculated. If you enter a percentage, and do not like the results, you should make a change in the percent. You can enter the dollar value. BUT, then you will have entered values to BOTH percentage and dollar cells. You can reset these formulas with the RESET, COLUMN G&I menu selection. Be sure that the cursor is in COLUMN G when required.

Note that when the cursor is in the upper left corner of the screen, press <Home>, pressing the right arrow twice will bring the comments lines onto the screen. Press the left arrow once to make any comments. Use the down arrow to move to the next line. Try using the <End> and <Home> keys.

Screen four also provides a space for you to enter a 1 or 2 (for Financing-1 or Financing-2. Notice that the Total Percentage of Operating Expenses is calculated. This is an important figure as all similar properties should have similar expenses.

COLUMN G AND I RESET - this menu choice is used to replace the formulas below the title -Less: Operating Expenses. Formulas above this point can be reset with the OTHER FORMULAS selection.

To use the G and I selection place the cursor on the value to be reset. This MUST be in the G (percent) column! At the prompt press Enter. The formula will be reset, the cursor will jump to column I and reset that formula also. Any values will be made 0. Enter one correct value.

The OTHER FORMULA menu selection will reset other formulas. Just look

through the menu.

COMMERCIAL FORMULA -resets the Current Rent Sq. Ft. and Totals formulas in the Commercial Monthly Income Statement. Cursor must be in the AH Column!!!

Sheet1

/WGRM/WGPD/CAW1~AC1~/WGRA/wgpe/xIINSERT WORK DISK, Press Enter~Au1~/XGAV1~

{goto}ac1~/XMAu3~
/XGZ~

MO.INCOME

Sub-menu: Apartment or Commercial MIS, HELP and Expand
/xmbc22~

/XG\Z~

APOD

Sub-menu: Annual Property Operating Data form entry screens, HELP
{goto}1~/XMAV9~

{goto}a1~/rug18.i18~/ria1.t58~/XGAv1~/XQ

ONE

Enter values beginning with Screen ONE, ie. begin at ONE goto FOUR
{GOTO}1~/rpi18~/RI1~/rui18~/XMAV9~

/xiaf1>0~/ria~/cay18~af1~/xgau5~
/xr

OTHER_FORMULAS USED FOR RESET FUNCTION

FROM MENU

SQ.FT

Number units

Land

Improvement

Personal Property

Total

GROSS SCHEDULED INCOME

Less Vac and Cred Loss T A

EFFECTIVE RENTAL INCOME

Plus: Other Income

The MIS is the logical starting point for an investment analysis.

* You do not need to fill in this schedule if you do not want a record of monthly rental income.

* There are two MIS schedules available to you. One for Apartments, the other for Commercial/Industrial type properties. Typically you would fill in one schedule only. The print function will automatically print the correct MIS report.

* Fill in the MIS portion and the Other Income Schedule for the appropriate report.

* If a commercial property has mixed uses (ie. commercial, apartments and other income) fill in both schedules. HOWEVER, ONLY FILL OUT THE OTHER INCOME PORTION OF THE APARTMENT MIS!!! The program is set up to NOT print two Other Income Schedules. Upon selecting INCOME_PRINT both MIS reports will be printed, if you have entered data to BOTH MIS forms.

* The number of units entered at the prompt, upon entering the Comm/Ind MIS will be used in the APOD form. The total number of units at the bottom of the MIS will be changed when the MIS report prints. All blank rows will be omitted upon printing the report.

** LEAVE NO BLANK ROWS BETWEEN TENANTS IN TENANT ROSTER. SEE EXPAND. **

Sheet1

If you have:

filled in the MIS you will find that Number of Units, Rentable Sq. Ft. GSI and Other Income (first and second entry, respectively, under SUMMARY) are filled in. If you have not filled in the MIS, just enter values directly to all cells.

Notice that the above mentioned cells have entry will replace these formulas. You will formulas with the RESET selection from the main menu.

The financial information section does not carry forward to the CFA. It simply allows you the opportunity to a quick Cash Flow Before Taxes.

Payments for proposed financing will be calculated, based upon entering Balance, Term and Interest.

For existing mortgages you will want to enter the Current Balance, Term, Interest and replace the calculated payment (which is incorrect for ASSUMED loans) with the correct ANNUAL PAYMENT.

*** Payment formulas can be RESET. ***

TWO -- this screen is the upper left corner of the APOD form.

Since you have filled in screen ONE you will notice that the TOTAL (under Assessed/Appraised Values) has the purchase price indicated. If you are using historic data for proration of values you may want to replace this value with another. Entering either a dollar or percent value to the cells above the Total will automatically calculate the reciprocal value. Whichever method you choose the appropriate value for, depreciable basis, will be determined and brought forward to the CFA (through the EXTRACT menu selection).

Formulas can be RESET.

Sheet1

* THE PROFESSIONAL REAL ESTATE ANALYST, Ver. 2.3

EXTRACT

Extracts summary for combining with Cash Flow Analysis

{GOTO}A1~/cc4~{right}c64~{down}/cc5~{right}c65~/fxvapodsum~APODSUM~{right}~/XGAV1~/XQ

TWO

Enter values in this screen after screen ONE

{GOTO}A1~/RI2~/XMAV9~

0
25
Err:522
Err:522
Err:522
\$0

#NAME?

Sheet1

SAVE

Saves current worksheet using the name ADname, ie. ADsmith
{goto}ac1~/wgpe~/fsAD{?}~/right}~/xmau3~

THREE

Press ENTER. Use END and HOME keys to go from numeric input to COMMENTS
{GOTO}A21~{GOTO}E21~/WTV/RI3~~/WTC/XIG21=0~/XMAV9~
/REG21~{GOTO}A1~/XMAV9~

do not protect

do not protect

Sheet1

INCOME_PRINT

Prints Monthly Income Schedule, must have filled in to print
/xgbc26~

FOUR

Last screen for APOD data entry, press END for COMMENTS section
{GOTO}A41~{GOTO}E41~/WTV/RI4~/WTC/XMAV9~

0

Err:522

Err:522

Err:522

#NAME?

#NAME?

#NAME?

\$0

formulas attached. Data
be able to reset many

Sheet1

PRINT_APOD

Prints Annual Property Operating Data worksheet

/xcbd6~/rua54~/rea54~/rpa54~/pprapod~oml5~MR140~qagPq{GOTO}A1~/xgav1~/xq

HELP

Sub-menu: Provides information on using the APOD screens

/XMaz14~

SCREEN_ONE

Provides information on the use of this screen

{GOTO}AU54~/Xmaz14~

do not protect

Sheet1

RESET

Sub-menu: Reset unprotected formulas which have been entered to, HELP, Update
/xGbB7~/XQ

RETURN

Returns you to initial file menu
{GOTO}A1~/xgav1~

SCREEN_TWO

Provides information on the use of this screen
{GOTO}AU75~/XmAz14~

FIN1 &2

0.00
0.00
0.00

0.00
0.00

/XMBD1~

QUIT

Sub-Menu: Returns you to the INTRODUCTORY FILE or CFA

/xmbf32~

/XMBB18~/xq

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SCREENS_THREE_AND_FOUR

Provides information on the use of this screen

{GOTO}AP10~/XmAz14~

COLUMN_G_AND_I

Cursor MUST be in % Column (G) at desired cell (G18 from OTHER_FORMULAS)

{ESC}/rpg18.i18~{goto}a22~{goto}g23~/wtb/xlPress ENTER then place cursor in G Col.~au1~{?}/wgpd/Cexpform~~/ru~{right}

ENTER TENANT, RENT (ANNUAL FIGURE)- OR- MO. RENT (IN TOTAL) AND SQ FT.

Other income is monthly. Press ENTER to continue.

/xnEnter # of units : ~aq84~{calc}/xr~

RETURN

Returns you the previous menu

{GOTO}A1~/xmav9~

OTHER_FORMULAS

Sub-menu: RESET formulas in specified cells, cursor need not be in cell

{goto}a1~/XGBB1~/XQ

APARTMENT

Monthly Income Statement for Apartment type properties

{goto}ac1~/riac1.an43~/xcav13~/Xmbc22~/XQ

/xian20>0#and#ao57>0~{GOTO}AC1~/wgpd~/xcbd6~/CBD30~BD25~/CC5~T65~/CP65.T65~AD2~/RPAH2~/pprincome~om
/xian20>0~{GOTO}AC1~/wgpd~/xcbd6~/CC5~T65~/CP65.T65~AD2~/RPAH2~/pprincome~oml30~MR130~qagPq/wgpe~
/xiao57>0~{GOTO}Ad48~/wgpd~/xcbd6~/CC5~T65~/CP65.T65~AD48~/RPAH48~/xcbc33~/pprincome2~oml30~MR130~qag
/xgav1~/xq

/xmbc9~

{GOTO}AD57~{END}{DOWN}{DOWN}/MTOTALS~~/xr

{GOTO}Ad48~/wgpd~/xcbk18~/CC5~T65~/CP65.T65~AD48~/RPAH48~/xcbc33~/pprincome2~oml30~MR130~q/agPq/wgpe
/XR

/wgpd/xibe52=50~{goto}ad107~/mtotals~~{goto}ac81~/ccopy~{right}{down}.{end}{down}{up}{left}~
/wgpd/xibe52=75~{goto}ad132~/mtotals~~{goto}ac81~/ccopy~{down}{right}.{end}{down}{up}{left}~
/wgpd/xibe52=100~{goto}ad157~/mtotals~~{goto}ac81~/ccopy~{down}{right}.{end}{down}{up}{left}~
/xr

The ANALYST defaults to a MIS capable of handling 25 tenants for the Commercial analysis. You can increase the number up to 100 by entering the required multiple of 25 (50, 75 and 100) into the cell below. Any other numbers will not increase the size of the Commercial MIS.

Sheet1

Any tenant lines not used will automatically be eliminated upon printing.

Enter the maximum number of tenants expected----->

Upon making an entry pressing the Enter key will cause the Commercial MIS to be enlarged.

NOTE: IT IS IMPORTANT TO LEAVE NO BLANK ROWS BETWEEN TENANTS IN THE COMMERCIAL TENANT ROSTER.

BLANK ROWS WILL CAUSE A LOSS OF DATA BELOW THE BLANK ROW!!!

MAKING A CHANGE IN THE CURRENT APOD WILL NOT AFFECT FUTURE APOD'S.

CONTINUE

Continues to additional formulas

/XMBF5~

/XMBG13~

/xmbj13~

COMMERCIAL_FORMULAS

Place the cursor in the AH column, Commercial MIS, press Enter

/wgpd{goto}ac50~{goto}ah57~/wtb/rubg25~/xlPress Enter, place cursor on AH cell~bg25~{?}~/ccomformula~~{goto}ac50~/wg

OFFICE/RETAIL

Monthly Income Statement for Office/Retail

/wgpd{goto}aC50~/RUAE47~/CAD46~AE47~/xcbc31~/Rlcominput~/wgpe{goto}ac1~/Xmbc22~/XQ

/xmbi17~

LAND_\$

Press [Enter] to renew the formula in cell E 9

{GOTO}E9~/CAW20~/RU~/GOTO}A1~/XmAv9~/XQ

HELP

Provides aid in the use of the RESET function

{goto}ap36~{?}{goto}a1~/xmbc18~

INDUSTRIAL

Monthly Income Statement for Industrial

/wgpd{goto}aC50~/RUAE47~/CAE46~AE47~/xcbd31~/Rlcominput~/wgpe{goto}ac1~/Xmbc22~/XQ

{goto}ac1~/wgpe~/FSCLNTPAOD~{?}~/XGAV1~/XQ

(DEFAULT = 25)

Sheet1

LAND_%

Press [Enter] to renew the formula in cell G 9

{GOTO}G9~/CAY20~/RU~{GOTO}A1~/XmAv9~/XQ

CONTINUE

Continues to additional formulas

/XMBF9~/XQ

VACLOSS_\$

Press [Enter] to renew the formula in cell K 18

{GOTO}K18~/CAY26~/RU~{GOTO}A1~/XmAv9~/XQ

UPDATE

Any updates provided by CORAL can be automatically made with this selection

{goto}a80~/fcceupdateA~{goto}n1~/xca80~/xg\Z~

HELP

Provides aid in the use of the MIS

{goto}au30~/xmbc22~

RETURN

Returns you to beginning of this file menu

/xgav1~/XQ

IMP_\$

Press [Enter] to renew the formula in cell E 10

{GOTO}E10~/CAW21~/RU~/GOTO}A1~/XmAv9~/XQ

TOTAL_\$

Press [Enter] to renew the formula in cell E 12

{GOTO}E12~/CAW23~/RU~/GOTO}A1~/XmAv9~/XQ

EFFECTIVE_RENTAL_INCOME

Press [Enter] to renew the formula in cell K 19

{GOTO}K19~/CAY27~/RU~/GOTO}A1~/xmAv9~/XQ

STOP

Have you SAVED this file, if not pressing CONTINUE will cause data loss

/xgaV1~/xq

RETURN

Returns you to beginning of this file menu

/xgav1~/XQ

EXPAND

Allows you to expand the number of COMMERCIAL tenants on that MIS

{goto}bc43~/ribc43.be60~/xcbc39~/goto}ac50~/xmbc22~

INTRODUCTORY_FILE

Returns you to the Introductory file

/FRauto123~/XQ

IMP_%

Press [Enter] to renew the formula in cell G 10

{GOTO}G10~/CAY21~/RU~{GOTO}A1~/XmAv9~/XQ

#_UNITS

Press [Enter] to renew the formula in cell S 5

{GOTO}s5~/CAW19~/RU~{GOTO}A1~/XmAv9~/XQ

OTHER_INCOME

Press [Enter] to renew the formula in cell K 20

{GOTO}K20~/CAY28~/RU~{GOTO}A1~/XmAv9~/XQ

CONTINUE

Exit this file

/xIINSERT ANALYST PROG. DISK, Press Enter~au1~/xr~

RETURN

Returns you to beginning of this file menu

/xgav1~/XQ

CASH_FLOW_ANALYSIS

Brings up a new CFA program

/FRCFA~/XQ

Sheet1

PERSPROP_\$

Press [Enter] to renew the formula in cell E 11

{GOTO}E11~/CAW22~/RU~{GOTO}A1~/XmAv9~/XQ

SQ.FT.

Press [Enter] to renew the formula in cell S 6

{GOTO}s6~/CAW18~/RU~{GOTO}A1~/XmAv9~/XQ

RETURN

Returns you to beginning of this file menu

/xgav1~/XQ

ENTER TENANT, RENT (ANNUAL FIGURE)- OR- MO. RENT (IN TOTAL) AND SQ FT.

ENTER TENANT, RENT (MONTHLY FIGURE)- OR- MO RENT (IN TOTAL) AND SQ FT

Other income is monthly. Press ENTER to continue.

/xnEnter # of units : ~aq84~{calc}/xr~

RETRIEVE

Retrieve a file from the current disk

/fr

PERSPROP_%

Press [Enter] to renew the formula in cell G 11

{GOTO}G11~/CAY22~/RU~/GOTO}A1~/XmAv9~/XQ

GSI

Press [Enter] to renew the formula in cell K 17

{GOTO}K17~/CAY25~/RU~/GOTO}A1~/XmAv9~/XQ

STOP

Adjust paper, printer on, press [Enter] to return to menu

/xgav1~

RETURN

Returns you to beginning of this file menu

/xgav1~

VACLOSS_%

Press [Enter] to renew the formula in cell G 18

{GOTO}G18~/CAW26~~/RU~{GOTO}A1~/XmAv9~/XQ

PRINT

Print requested form

/xr~

/xmbm17~

Sheet1

FIN._PMT.

Sub_menu: for RESETEing formulas for PAYMENT in the FINANCING section

{GOTO}T1~{GOTO}I1~/XMBM1~

/xmbm13~

/xmbn8~

Sheet1

CONTINUE

Continues to additional formulas

/XMBF5~

RETURN

Returns you to beginning of this file menu

/xgav1~

CANCEL

Cancel command-leave existing file intact

/xgav1~/xq

STOP

Adjust paper to print Commercial MIS, press [Enter] to return to menu

/xgav1~

FIN1_PMT1

Reset Annual Payment formula S 9

{GOTO}S9~/CBA21~~/RU~{GOTO}I1~/XmBM1~/XQ

STOP

Adjust paper to place Other Income schedule, press [Enter] to return to menu

/xgav1~

REPLACE

Erase existing file and create a new file

/xr~

PRINT

Continue printing Commercial MIS

/xr~

FIN1_PMT2

Reset Annual Payment formula S 10

{GOTO}S10~/CBA22~/RU~{GOTO}I1~/XmBM1~/XQ

PRINT

Continue printing Income Schedule, Other Income section

/xr~

FIN1_PMT3

Reset Annual Payment formula S 11

{GOTO}S11~/CBA23~/RU~/GOTO}I1~/XmBM1~/XQ

FIN2_PMT1

Reset Annual Payment formula S 13

{GOTO}S13~/CBA25~/RU~{GOTO}I1~/XmBM1~/XQ

Sheet1

FIN2_PMT2

Reset Annual Payment formula S 14

{GOTO}S14~/CBA26~/RU~{GOTO}I1~/XmBM1~/XQ

RETURN

Returns you to beginning of this file menu

/xgav1~