

**NEW YORK CITY HOUSING AUTHORITY**  
**COMMERCIAL SPACE APPLICATION FORM** (CONT'D)

---

---

**Startup Expenses**

---

---

**Company Name:**

**Initial Assets**

|  |    |
|--|----|
| Liquid Assets (checking, savings, other) |    |
| Line of Credit                           |    |
| Loan 1                                   |    |
| Loan 2                                   |    |
| <b>Total Initial Assets</b>              | \$ |

**Startup Expenses**

|  |    |
|--|----|
| Initial Security Deposit (2 months rent)         |    |
| Improvements (construction, design)              |    |
| Professional Fees (legal, accounting)            |    |
| Equipment (Furniture, fixtures, machinery, etc.) |    |
| <b>Total Startup Expenses</b>                    | \$ |

**Projected Cash Flow for the First 12 Months of the Lease Term**

|  | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 12 | TOTAL |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|-------|
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|-------|

| PROJECTED CASH RECEIPTS |                               |    |    |    |    |    |    |    |    |    |    |    |    |
|-------------------------|-------------------------------|----|----|----|----|----|----|----|----|----|----|----|----|
| 1                       | Projected Sales/Cash Receipts |    |    |    |    |    |    |    |    |    |    |    |    |
| 2                       | <b>TOTAL CASH RECEIPTS</b>    | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

| CASH PAID OUT |   |    |    |    |    |    |    |    |    |    |    |    |    |
|---------------|---|----|----|----|----|----|----|----|----|----|----|----|----|
| 3             | Purchases/ Inventory                              |    |    |    |    |    |    |    |    |    |    |    |    |
| 4             | Salaries  |    |    |    |    |    |    |    |    |    |    |    |    |
| 5             | Payroll Taxes and Benefits                        |    |    |    |    |    |    |    |    |    |    |    |    |
| 6             | Supplies (office & oper.)                         |    |    |    |    |    |    |    |    |    |    |    |    |
| 7             | Repairs & Maintenance                             |    |    |    |    |    |    |    |    |    |    |    |    |
| 8             | Advertising                                       |    |    |    |    |    |    |    |    |    |    |    |    |
| 9             | Accounting & Legal                                |    |    |    |    |    |    |    |    |    |    |    |    |
| 10            | Rent  |    |    |    |    |    |    |    |    |    |    |    |    |
| 11            | Telephone   |    |    |    |    |    |    |    |    |    |    |    |    |
| 12            | Utilities (gas, electric, & water)                |    |    |    |    |    |    |    |    |    |    |    |    |
| 13            | Insurance   |    |    |    |    |    |    |    |    |    |    |    |    |
| 14            | Other Expenses (specify)                          |    |    |    |    |    |    |    |    |    |    |    |    |
| 15            | <b>SUBTOTAL</b><br>(add lines 3 thru 14)          | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 16            | Loan Payment I                                    |    |    |    |    |    |    |    |    |    |    |    |    |
| 17            | Loan Payment II                                   |    |    |    |    |    |    |    |    |    |    |    |    |
| 18            | Other   |    |    |    |    |    |    |    |    |    |    |    |    |
| 19            | <b>TOTAL CASH PAID OUT</b> (add lines 15 thru 18) | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 20            | <b>CASH FLOW</b> (subtract line 2 from 19)        | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |