

# RealData Property Analysis Data Checklist

## Property Information

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1. Property Name	<input type="text"/>		
2. Type	<input type="text"/>	2a. Is the property residential or nonresidential?	<input type="text"/>
3. Location	<input type="text"/>		
4. Analysis Begins	Month	<input type="text"/>	Year <input type="text"/>
5. Investor	<input type="text"/>		
6. Prepared For	<input type="text"/>		

## Financing

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7. 1st Mortgage					
7a. Amount	<input type="text"/>	7b. Term in Months	<input type="text"/>	7c. Points Paid	<input type="text"/>
7d. Starting Interest Rate	<input type="text"/>				
7e. Rate Changes	New Rate	<input type="text"/>	Year	<input type="text"/>	
	New Rate	<input type="text"/>	Year	<input type="text"/>	
	New Rate	<input type="text"/>	Year	<input type="text"/>	
	New Rate	<input type="text"/>	Year	<input type="text"/>	
	New Rate	<input type="text"/>	Year	<input type="text"/>	
8. 2nd Mortgage					
8a. Amount	<input type="text"/>	8b. Term in Months	<input type="text"/>	8c. Points Paid	<input type="text"/>
8d. Mortgage begins	Month	<input type="text"/>	Year	<input type="text"/>	
8e. Starting Interest Rate	<input type="text"/>				
8f. Rate Changes	New Rate	<input type="text"/>	Year	<input type="text"/>	
	New Rate	<input type="text"/>	Year	<input type="text"/>	
	New Rate	<input type="text"/>	Year	<input type="text"/>	
	New Rate	<input type="text"/>	Year	<input type="text"/>	
	New Rate	<input type="text"/>	Year	<input type="text"/>	

# RealData Property Analysis Data Checklist, page 2

## Income & Expenses

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9. First Year Gross Scheduled Rental Income

10a. Annual Rate of Increase % for Years 2-20

OR, enter the actual Gross Scheduled Income for years 2-20 on the page 4

11. Vacancy and Credit Loss Allowance %, Years 1-20

12. First Year Operating Expenses

Accounting

Legal

Advertising

Electric

Insurance (Fire & Liability)

Fuel Oil

Sewer / Water

Gas

Trash Removal

Lawn/Snow

Property Management

Other

Taxes, Real Estate

Other

Repairs & Maintenance

Other

13. Operating Expenses, Annual Rate of Increase % for Years 2-20

## Acquisition, Sale & Taxes

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14. Purchase Price

15. Closing Costs

16. Expected Holding Period for property (years)

17. Cost of Sale as % of selling price

18. Estimate Resale Price

by % capitalization rate

OR by % appreciation rate

19. Depreciable Amount (dollar amount or % of purchase price)

OR provide tax assessments for land

and building(s)

20. Investor's Marginal Tax Bracket

21. Investor's Adjusted Gross Income

# RealData Property Analysis Data Checklist, page 3

## Funded Reserves and Capital Improvements

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### 22. Funded Reserves

Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>

### 23. Capital Improvements

Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>

Note: The analysis will assume that the investor participates actively (see IRS Publication 925) but does not qualify as a Real Estate Professional as defined in the 1993 Revenue Reconciliation Act.

Your report will be delivered to the email address you provide below. Please "whitelist" realdata.com in your email program to help ensure that your report is not diverted to your spam filter.

## Certification & Disclaimer

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Terms of Service: The user of this service understands and agrees that the user is submitting the information above solely for the purpose of producing pro-forma property projections, and that that the reasonableness and accuracy of those projections and of the reports produced will be entirely dependent upon the data that the user provides to RealData, Inc. The user asserts that the user has the right to share this information with RealData.

REALDATA DISCLAIMER: REALDATA ASSUMES NO LIABILITY FOR DAMAGES, DIRECT, INDIRECT OR CONSEQUENTIAL, WHICH MAY RESULT FROM THE USE OF THIS SERVICE, EVEN IF REALDATA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE USER OF THIS SERVICE AGREES TO HOLD REALDATA HARMLESS FROM ANY CLAIM OF DAMAGES RESULTING FROM THE USE OF THIS SERVICE. SUCH DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF REVENUE, AND USER'S TIME. THIS SERVICE IS PROVIDED WITH THE UNDERSTANDING THAT REALDATA IS NOT ENGAGED IN RENDERING PROFESSIONAL, FINANCIAL, LEGAL, OR TAX ADVICE.

Certification: By submitting this information to RealData, Inc. I certify that accept the Terms of Service and the RealData Disclaimer, above.

### Accepted by:

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Name:	<input type="text"/>		
Address:	<input type="text"/>		
Email:	<input type="text"/>	Telephone:	<input type="text"/>

Submit form by email to [sales@realdata.com](mailto:sales@realdata.com) or fax to us at 203-816-8457

# RealData Property Analysis Data Checklist, page 4

## Gross Scheduled Income (optional)

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10b. Gross Scheduled Income, dollar amount per year

Use this page only if you have not entered a value for 10a. on page 2 of this form.

Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>
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Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>
Year	<input type="text"/>	Amount	<input type="text"/>

# INSTRUCTIONS

Please refer to the following line-item instructions if you need assistance with any part of the data-entry form

1. Enter a name for the property.
2. Property type: Apartment complex, office building, retail, etc.
  - 2a. Residential or non-residential: This choice determines the useful life to be used for depreciation
3. Property location: The report can format this across two lines, e.g., for street and city, ST ZIP.
4. Specify the month and year that the analysis will begin; all first-year calculations will be pro-rated based on starting month.
5. Name of the investor as it should appear on reports.
6. Report prepared by: The report can format this across three lines, e.g., for name, street and city, ST ZIP.
7. Enter details about the first mortgage loan. We assume the first mortgage begins in the same month and year that the analysis begins (i.e., typically when you acquire the property).
  - 7a. The amount of the loan
  - 7b. The term (length) of the loan in months
  - 7c. The number of points paid, if any to secure the loan. A point is 1% of the amount of the loan.
  - 7d. The starting interest rate of the loan.
  - 7e. If this is an adjustable-rate loan, you may make up to four estimates regarding future rates changes. Enter the new interest rate and the year you expect the change to occur. If you make no entries in 7e, we will assume that the rate remains unchanged.
8. If you have a second mortgage, it can begin when you first acquire the property or at a later time.
  - 8d. Specify the month and year that the second mortgage begins.All other entries are analogous to the first mortgage.
9. First Year Gross Scheduled Rent income is the total potential income, i.e., the annual income if all rentable space were in fact rented and all rent collected. Enter the whole-year amount even if you want a report with a partial first year; the software will pro-rate all calculations based on the starting month.
- 10a. Enter (as a percentage) an annual rate of increase for rental income in years 2- 20.
- 10b. If you prefer, enter the actual dollar amounts of rental income for years 2 – 20 on the separate page provided for this item. Please use either 10a or 10b, but not both.
11. Enter the percentage of gross potential income that you believe will be lost due to vacancy and uncollectible rent (credit loss).
12. Enter the dollar amount you expect to spend for operating expenses in the first year. Use the list of most common expenses as a guide. Use "All other..." for expenses not covered by this list of categories, but do not include depreciation, mortgage interest or mortgage principal.
13. Enter (as a percentage) an annual rate of increase for operating expenses in years 2- 20.
14. Enter the purchase price of the property, or if purchased at some time in the past, then enter its value at the time the analysis begins.

15. Enter the closing costs you paid when you purchased the property. Typically, closing costs are payable immediately, but for purposes of deductibility must be amortized over the useful life of the property. Closing costs do not include items such as per diem adjustments for taxes, interest, etc.

16. Expected Holding Period for Property (years): You can specify that you expect to sell the property at the end of any one of the 20 years of the analysis. When you do so, all reports will be configured to provide information appropriate to a holding period of that number of years. For example, the Internal Rate of Return calculation will be based on the expected holding period, and the reports will not display data beyond the sale year.

17. Enter the costs of sale as a percentage of the selling price. Costs of sale usually include legal fees and broker's commission. These costs affect both the cash proceeds of a sale and the tax liability.

18. Estimate resale price by applying a specified capitalization rate to the sale-year's Net operating Income, or by applying an appreciation rate to the property's original purchase price, plus capital improvements.

19. Depreciable Amount: Only the value of the building(s), not the land, may be depreciated. Hence you must specify, either by percentage or by dollar amount, how much of the total purchase price can be allocated to the building(s). A common approach is to look at the values placed by the local tax assessor on the property's land and building, and to use those proportions. If the assessor assigned a value of \$100,000 to the land and \$300,000 to the building, then regardless of the actual price you pay for the property you might reasonably argue that 75% of that price was paid for the building, and is therefore depreciable. You may provide us with your land and building assessments if you choose and we will make that calculation for you.

20. Investor's marginal tax bracket: Your marginal bracket is the rate at which your next dollar of income will be taxed. For 2009 these brackets are as follows:

- # 10% on income between \$0 and \$8,350
- # 15% on the income between \$8,350 and \$33,950; plus \$835
- # 25% on the income between \$33,950 and \$82,250; plus \$4,675
- # 28% on the income between \$82,250 and \$171,550; plus \$16,750
- # 33% on the income between \$171,550 and \$372,950; plus \$41,754
- # 35% on the income over \$372,950; plus \$108,216

21. Investor's Adjusted Gross Income: If your income is below \$100,000, you are eligible for the entire allowance. Therefore any entry you make between \$0 and \$100,000 is equivalent to any other. Likewise, if your AGI is above \$150,000, you are eligible for none of the allowance. Again, any entry over \$150,000 will produce the same effect as any other — in this case, to disqualify your use of the allowance. If your AGI is between \$100,000 and \$150,000, the allowance is phased out at the rate of \$1 for every \$2 of AGI. Therefore, you will need to be concerned about the accuracy of your estimated AGI only if it falls between \$100,000 and \$150,000.

22. Funded Reserves: You may be required by your lender (or by your partners, or by your own sense of caution) to put money into a reserve account as a hedge against future negative cash flows or to fund future capital improvements. Typically you would fund the account during the first year, but you might also choose to do so in future years. Here you may specify up to three different years (including the first year) along with the amount funded. For analysis purposes, money placed in funded reserves in the first year will be treated as part of your initial cash investment.

23. Capital Improvements: Capital improvements cannot be written off as expenses but must be depreciated over the same useful life as the building. Here you may specify up to three different years when you will make such improvements along with the cost of each. For analysis purposes, capital improvements made in the first year will be treated as part of your initial cash investment.

Note also: The analysis will assume that the investor participates actively (see IRS publication 925) but does not qualify as a Real Estate Professional as defined in the 1993 Revenue Reconciliation Act.