



**Illinois Housing Development Authority**  
Annual Operating Budget  
Property Input Form

Project ID:   
Project Name:   
Budget Year:

**Income and Expense Overview**

**Income**

Rental Income	<input type="text"/>	Subsidy Income	<input type="text"/>
Vacancy Loss	<input type="text"/>	Interest Income	<input type="text"/>
Rental Concessions	<input type="text"/>	Other Receivables	<input type="text"/>

**Total Income**

**Income Notes**

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**Expenses**

*Administrative:*

Office Expenses	<input type="text"/>	Telephone	<input type="text"/>
Management Fees	<input type="text"/>	Marketing	<input type="text"/>
Social Programming	<input type="text"/>	Bad Debts	<input type="text"/>
Legal Expenses	<input type="text"/>	Miscellaneous	<input type="text"/>
Audit Expense	<input type="text"/>		

*ADMIN. TOTAL*

*Operating:*

Exterminating	<input type="text"/>	Landscaping	<input type="text"/>
Rubbish Removal	<input type="text"/>	Equipment	<input type="text"/>
Snow Removal	<input type="text"/>	Miscellaneous	<input type="text"/>

*OPERATING TOTAL*

*Maintenance:*

Structural Repairs	<input type="text"/>	Painting & Decorating	<input type="text"/>
Roofing Repairs	<input type="text"/>	Plumbing Repairs	<input type="text"/>
Carpeting	<input type="text"/>	Electrical Repairs	<input type="text"/>
Elevator Repairs	<input type="text"/>	Appliance Repairs	<input type="text"/>
HVAC	<input type="text"/>	Miscellaneous	<input type="text"/>
Security	<input type="text"/>		

*MAINTENANCE TOTAL*

*Materials:*

Janitors  Maintenance

*MATERIALS TOTAL*

*Salaries & Wages:*

Office and Admin  Other Salary Expenses   
Payroll

*SAL & WAGES TOTAL*

*Utilities:*

Gas  Water/Sewer   
Electricity  Other

*UTILITIES TOTAL*

*Taxes & Insurance:*

Real Estate Taxes  Union Benefits   
Prop & Liability Ins  Other Insurance Exp   
Payroll Tax

*TAX & INS TOTAL*

*Reserve Deposits*

Replacement Reserve  MIP Reserve   
General Operating Reserve

*RESERVE DEPOSITS TOTAL*

*Other Expenses*

	<b>Expense Item</b>	<b>Cost</b>
#1	<input type="text"/>	<input type="text"/>
#2	<input type="text"/>	<input type="text"/>
#3	<input type="text"/>	<input type="text"/>
#4	<input type="text"/>	<input type="text"/>
#5	<input type="text"/>	<input type="text"/>
	<b><i>Other Expenses Total</i></b>	<input type="text"/>

**Expense Total**

**Expense Notes** \_\_\_\_\_

**PROJECTED NOI**

**Financing Structure & Payment Terms**

	Lender	Debt Service
#1		
#2		
#3		
#4		
#5		
	<i>Total</i>	

**PROJECTED INCOME  
AFTER DEBT SERVICE**

**Capital Improvement Projects**

	Project Description	Project Costs	Will Reserves be Requested to Cover Project Costs?	Project Start
#1				
#2				
#3				
#4				
#5				

**Total Project Costs:**