

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
HOUSING - FEDERAL HOUSING COMMISSIONER
MONTHLY REPORT FOR ESTABLISHING NET INCOME

PROJECT NUMBER	NAME OF PROJECT	
MONTH COVERED	PREPARED BY	TELEPHONE NUMBER
19		
1. Cash On-Hand and In the Bank - Beginning of the Month	(1) OPENING CASH	\$ _____
2. Amounts Received During the Month:		
(a) Tenants Apartment Rent	\$ _____	
(b) Tenant Subsidy Vouchers	\$ _____	
(c) Flexible Subsidy		
- Monthly Operating Deficit	\$ _____	
- Other	\$ _____	
(d) Other (Specify)		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
	(2) TOTAL RECEIPTS	\$ _____
3. Disbursements Made During the Month:		
(HUD-93480 - Schedule B)		
(a) Excess Income Submitted	\$ _____	
(b) Routine Operations	\$ _____	
(c) Flexible Subsidy/ MIO Plan Items	\$ _____	
(d) Other (Specify)		
_____	\$ _____	
_____	\$ _____	
	(3) TOTAL DISBURSEMENTS	\$ _____
4. Cash On-Hand and in the Bank End of Month (Line 1+2-3)		\$ _____
5. Monthly Rent Potential	\$ _____	
6. Rent Loss on Vacant Units	\$ _____	
7. Tenant Accounts Receivable	\$ _____	
8. Accounts Payable		
(a) Routine	\$ _____	
(b) Flexible Subsidy/ MIO Plan Items	\$ _____	
9. (a) Number of Units Vacant	_____	
(b) Number of Units Occupied	_____	
(c) Number of Rent-Free Units	_____	
10. Tenants' Security Deposits		
(a) Liability to date	\$ _____	
(b) Amount funded in separate account	\$ _____	

(See reverse for Instructions for Preparation of Monthly Reports)

I hereby certify that this is a true and correct report.

SIGNATURE

TITLE

DATE

WARNING: Section 1001 of Title 18 of the United States Code makes it a Criminal Offense to make a willfully false statement or misrepresentation to any Department or Agency of the United States as to any matter within its jurisdiction.

Previous Edition is Obsolete

HUD-93479 (12-80)

Page 1 of 2

5/84

APPENDIX 9

INSTRUCTIONS FOR PREPARATION OF MONTHLY REPORTS
FOR ESTABLISHING NET INCOME
(Forms HUD-93479, 93480, and 93481)

One copy of the monthly report forms is due in the HUD Field Office no later than the tenth of the month following the month of operation covered. Reports for projects receiving Flexible Subsidy are due no later than the fifth of the month following the month of operation covered. All applicable lines should be completed since partial information reduces the usefulness of the reports. The reports must be signed by an authorized representative of the management agent or mortgagor.

SCHEDULE A - FORM HUD-93479 - MONTHLY REPORT FOR ESTABLISHING NET INCOME

- Line 2(d) - Include advances provided to meet operating expenses. Identify source of advances. Include prepaid rents and excess income (if applicable), separately from apartment rents included in Line 2(a). Include laundry or other commercial income. Tenant security deposits, unless forfeited, are not included.
- Line 3(b) - Include cash paid for necessary and reasonable operating expenses of the project.
- Line 3(d) - Include distribution paid or repayment of advances from project cash.
- Line 5 - Show monthly gross potential income for revenue producing units as approved on the latest Form HUD - 92458, Rental Schedule.
- Line 6 - Do not include the dollar amount of vacancies from non-revenue producing units such as the resident manager's apartment or office space that were approved on the latest Form HUD-92458, Rental Schedule.

SCHEDULE B - FORM HUD-93480 - SCHEDULE OF DISBURSEMENTS

- o All disbursements from project cash must be shown.
- o Check numbers must be consecutive. Payee and purpose of each disbursement must be identified.
- o For Flexible Subsidy projects or other projects with MIO Plans annotate as required by the Field Office.

SCHEDULE C - FORM HUD-93481 - SCHEDULE OF ACCOUNTS PAYABLE

- o All delinquencies under the mortgage must be shown. Itemize principal, interest, type of escrow, and MIP.
- o All other amounts owed as of the end of the month must be shown and adequately identified as to whom owed, the purpose of the obligation, and date incurred.
- o For Flexible Subsidy projects or other projects with MIO Plans, annotate as required by the Field Office.

HUD-93479(12-80)