

USDA  
Form RD 3560-7  
(Rev. 05-06)

Position 3  
**MULTIPLE FAMILY HOUSING PROJECT BUDGET/  
UTILITY ALLOWANCE**

FORM APPROVED  
OMB NO. 0575-0189  
Exp. Date: MM/DD/YY

PROJECT NAME		BORROWER NAME		BORROWER ID AND PROJECT NO.	
Loan/Transfer Amount \$		Note Rate Payment \$		IC Payment \$ <input type="checkbox"/>	
Reporting Period <input type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly	Budget Type <input type="checkbox"/> Initial <input type="checkbox"/> Regular Report <input type="checkbox"/> Rent Change <input type="checkbox"/> SMR <input type="checkbox"/> Other Servicing	Project Rental Type <input type="checkbox"/> Family <input type="checkbox"/> Elderly <input type="checkbox"/> Congregate <input type="checkbox"/> Group Home <input type="checkbox"/> Mixed <input type="checkbox"/> LH	Profit Type <input type="checkbox"/> Full Profit <input type="checkbox"/> Limited Profit <input type="checkbox"/> Non-Profit	The following utilities are master metered: <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Trash <input type="checkbox"/> Other _____	
I hereby request _____ units of RA. Current number of RA units _____.					Borrower Accounting Method <input type="checkbox"/> Cash <input type="checkbox"/> Accrual

**PART I-CASH FLOW STATEMENT**

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
BEGINNING DATES> ENDING DATES>				
<b>OPERATIONAL CASH SOURCES</b>				
1. RENTAL INCOME .....				
2. RHS RENTAL ASSISTANCE RECEIVED .....				
3. APPLICATION FEES RECEIVED .....				
4. LAUNDRY AND VENDING .....				
5. INTEREST INCOME .....				
6. TENANT CHARGES .....				
7. OTHER -PROJECT SOURCES .....				
8. LESS (Vacancy and Contingency Allowance) .....	( )		( )	
9. LESS (Agency Approved Incentive Allowance) .....	( )		( )	
10. SUB-TOTAL [(1 thru 7) - (8 & 9)] .....	0.00	0.00	0.00	
<b>NON-OPERATIONAL CASH SOURCES</b>				
11. CASH-NON PROJECT .....				
12. AUTHORIZED LOAN (Non-RHS) .....				
13. TRANSFER FROM RESERVE .....				
14. SUB-TOTAL (11 thru 13) .....	0.00	0.00	0.00	
<b>15. TOTAL CASH SOURCES (10+14) .....</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>OPERATIONAL CASH USES</b>				
16. TOTAL O&M EXPENSES (From Part II) .....				
17. RHS DEBT PAYMENT .....				
18. RHS PAYMENT (Overage) .....				
19. RHS PAYMENT (Late Fee) .....				
20. REDUCTION IN PRIOR YEAR PAYABLES .....				
21. TENANT UTILITY PAYMENTS .....				
22. TRANSFER TO RESERVE .....				
23. RETURN TO OWNER/NP ASSET MANAGEMENT FEE .....				
24. SUB-TOTAL (16 thru 23) .....	0.00	0.00	0.00	
<b>NON-OPERATIONAL CASH USES</b>				
25. AUTHORIZED DEBT PAYMENT (Non-RHS) .....				
26. ANNUAL CAPITAL BUDGET (From Part III, Lines 4-6) .....				
27. MISCELLANEOUS .....				
28. SUB-TOTAL (25 thru 27) .....	0.00	0.00	0.00	
<b>29. TOTAL CASH USES (24+28) .....</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>30. NET CASH (DEFICIT) (15- 29) .....</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>CASH BALANCE</b>				
31. BEGINNING CASH BALANCE .....				
32. ACCRUAL TO CASH ADJUSTMENT .....				
33. ENDING CASH BALANCE (30+31+32) .....	0.00	0.00	0.00	

## PART II-OPERATING AND MAINTENANCE EXPENSE SCHEDULE

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
1. MAINTENANCE AND REPAIRS PAYROLL .....				
2. MAINTENANCE AND REPAIRS SUPPLY .....				
3. MAINTENANCE AND REPAIRS CONTRACT .....				
4. PAINTING .....				
5. SNOW REMOVAL .....				
6. ELEVATOR MAINTENANCE/CONTRACT .....				
7. GROUNDS .....				
8. SERVICES .....				
9. ANNUAL CAPITAL BUDGET (From Part V- Operating) .....				
10. OTHER OPERATING EXPENSES (Itemize) .....				
11. SUB-TOTAL MAINT. & OPERATING (1 thru 10) .....	0.00	0.00	0.00	
12. ELECTRICITY <input type="checkbox"/> If master metered .....				
13. WATER <input type="checkbox"/> check box on .....				
14. SEWER <input type="checkbox"/> front .....				
15. FUEL (Oil/Coal/Gas) .....				
16. GARBAGE & TRASH REMOVAL .....				
17. OTHER UTILITIES .....				
18. SUB-TOTAL UTILITIES (12 Thru 17) .....	0.00	0.00	0.00	
19. SITE MANAGEMENT PAYROLL .....				
20. MANAGEMENT FEE .....				
21. PROJECT AUDITING EXPENSE .....				
22. PROJECT BOOKKEEPING/ACCOUNTING .....				
23. LEGAL EXPENSES .....				
24. ADVERTISING .....				
25. TELEPHONE & ANSWERING SERVICE .....				
26. OFFICE SUPPLIES .....				
27. OFFICE FURNITURE & EQUIPMENT .....				
28. TRAINING EXPENSE .....				
29. HEALTH INS. & OTHER EMP. BENEFITS .....				
30. PAYROLL TAXES .....				
31. WORKMAN'S COMPENSATION .....				
32. OTHER ADMINISTRATIVE EXPENSES (Itemize) .....				
33. SUB-TOTAL ADMINISTRATIVE (19 thru 32) .....	0.00	0.00	0.00	
34. REAL ESTATE TAXES .....				
35. SPECIAL ASSESSMENTS .....				
36. OTHER TAXES, LICENSES& PERMITS .....				
37. PROPERTY& LIABILITY INSURANCE .....				
38. FIDELITY COVERAGE INSURANCE .....				
39. OTHER INSURANCE .....				
40. SUB-TOTAL TAXES& INSURANCE (34 thru 39) .....	0.00	0.00	0.00	
41. TOTAL O&M EXPENSES (11 +18+33+40) .....	0.00	0.00	0.00	

**PART III-ACCOUNT BUDGETING/STATUS**

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
<b>RESERVE ACCOUNT:</b>				
1. BEGINNING BALANCE .....				
2. TRANSFER TO RESERVE .....				
TRANSFER FROM RESERVE .....				
3. OPERATING DEFICIT .....				
4. ANNUAL CAPITAL BUDGET ( <i>Part V - Reserve</i> ) .....				
5. BUILDING & EQUIPMENT REPAIR .....				
6. OTHER NON-OPERATING EXPENSES .....				
7. TOTAL (3 thru 6) .....	( 0.00 )	( 0.00 )	( 0.00 )	
8. ENDING BALANCE [(1 +2)-7] .....	0.00	0.00	0.00	

**GENERAL OPERATING ACCOUNT:\***

BEGINNING BALANCE .....

ENDING BALANCE .....



**REAL ESTATE TAX AND INSURANCE ESCROW  
ACCOUNT:\***

BEGINNING BALANCE .....

ENDING BALANCE .....



**TENANT SECURITY DEPOSIT ACCOUNT:\***

BEGINNING BALANCE .....

ENDING BALANCE .....



(\*Complete upon submission of actual expenses.)

NUMBER OF APPLICANTS ON THE WAITING LIST .....		RESERVE ACCT. REQ. BALANCE .....	
NUMBER OF APPLICANTS NEEDING RA .....		AMOUNT AHEAD/BEHIND .....	

**PART IV-RENT SCHEDULE AND UTILITY ALLOWANCE**

**A CURRENT APPROVED RENTS/ UTILITY ALLOWANCE**

UNIT DESCRIPTION			RENTAL RATE S			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
CURRENT RENT TOTALS:						\$0.00	\$0	\$0.00	
						BASIC	NOTE	HUD	

**B. PROPOSED RENTS - Effective Date:**

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE		
BR SIZE	UNIT TYPE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
PROPOSED RENT TOTALS:						0.00	0.00	0.00
						BASIC	NOTE	HUD

**C: PROPOSED UTILITY ALLOWANCE - Effective Date:**

**MONTHLY DOLLAR ALLOWANCES**

BR SIZE	UNIT TYPE	NUMBER	ELECTRIC	GAS	WATER	SEWER	TRASH	OTHER	TOTAL

PART V - ANNUAL CAPITAL BUDGET

	Proposed Number of Units/Items	Proposed from Reserve	Actual from Reserve	Proposed from Operating	Actual from Operating	Actual Total Cost	Total Actual Units/Items
<b>Appliances:</b>							
Range .....							
Refrigerator .....							
Range Hood .....							
Washers & Dryers .....							
Other: .....							
<b>Carpet &amp; Vinyl:</b>							
1BR .....							
2BR .....							
3BR .....							
4BR .....							
Other: .....							
<b>Cabinets:</b>							
Kitchens .....							
Bathrooms .....							
Other: .....							
<b>Doors:</b>							
Exterior .....							
Interior .....							
Other: .....							
<b>Window Coverings:</b>							
List: .....							
Other: .....							
<b>Heating &amp; Air Conditioning:</b>							
Heating .....							
Air Conditioning .....							
Other: .....							
<b>Plumbing:</b>							
Water Heater .....							
Bath Sinks .....							
Kitchen Sinks .....							
Faucets .....							
Toilets .....							
Other .....							
<b>Major Electrical:</b>							
List: .....							
Other: .....							
<b>Structures:</b>							
Windows .....							
Screens .....							
Walls .....							
Roofing .....							
Siding .....							
Exterior Painting .....							
Other .....							
<b>Paving:</b>							
Asphalt .....							
Concrete .....							
Seal & Stripe .....							
Other: .....							
<b>Landscape &amp; Grounds:</b>							
Landscaping .....							
Lawn Equipment .....							
Fencing .....							
Recreation Area .....							
Signs .....							
Other: .....							
<b>Accessibility Features:</b>							
List: .....							
Other: .....							
<b>Automation Equipment:</b>							
Site Management .....							
Common Area .....							
Other: .....							
<b>Other:</b>							
List: .....							
List: .....							
List: .....							
<b>TOTAL CAPITAL EXPENSES:</b>							

**PART VI -- SIGNATURES, DATES AND COMMENTS**

**Warning: Section 1001 of Title 18, United States Code provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."**

I HAVE READ THE ABOVE WARNING STATEMENT AND I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(Signature of Borrower or Borrower's Representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
**AGENCY APPROVAL** (*Rural Development Approval Official*):

\_\_\_\_\_  
DATE:

**COMMENTS:**

*A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 0575-0189. Public reporting for this collection of information is estimated to be approximately 2 ½ hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing, and reviewing the collection of information. All responses to this collection of information are voluntary. However, in order to obtain or retain a benefit, the information in this form is required under 7 CFR Part 3560, "Rural Rental Housing Program". Rural Development has no plans to publish information collected under the provisions of this program. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Rural Development Innovation Center, Regulations Management Division at [ICRMTRequests@usda.gov](mailto:ICRMTRequests@usda.gov)*