AFFORDABLE HOUSING INVESTORS COUNCIL

AFFORDABLE HOUSING
PROPERTY DATABASE REPORTING FORMAT

2017

INTRODUCTION

The **Property Database Reporting Format** was developed as a standardized reporting format to be used by Sponsors of affordable housing tax credit funds to report to Investors.

A copy of this format and related documents may be obtained from the Affordable Housing Investors Council web site at **www.ahic.org** under the section **Asset Management.**

GENERAL INFORMATION

Field Definitions / Data Types

Field names are in bold (data type and field size are in parentheses)

( ) A parenthesis is used on the following pages to denote formatting instruction information only. Do not include any parenthesis, the data inside the parenthesis, or the symbols described below, in the actual database field headings. Also do not include periods or commas in database field headings.

A Text: Alphanumeric field - any valid ASCII character accepted.

N Number: Numeric Field - numbers only, with blanks where not applicable. Do not use dashes, NA, or similar alphabetics in the field. Do not use formulas.

$ Currency: Dollar Field - any valid money amount, with or without decimal point. Do NOT use dollar sign, commas, etc. Same as a fixed decimal number with 2 numbers to the right of decimal.

D Date: Dates are in the format MM/DD/YYYY. Always use a four-digit year in dates. Use MM/01/YYYY where only month and year are known.

General Information

- ***Blank Fields*** - If there is no information for a field, leave it blank. Do not put zero (0) or dashes or other fillers. One exception to this rule is in the Rents database, where zeros should be put into fields where unit size does not apply. A blank in the Rents field(s) will be construed to mean that the unit exists but the rental data has not been collected.
- ***Electronic Transmission*** - Files should be e-mailed to the Investors.
- ***Field Headings*** - The first row in the spreadsheet should be the field headings. The labels of each field should all be in one cell. Do not use two-row or two-column headings. Do not use periods, hyphens or commas in headings.
- ***Format*** - The information should be in a format that is uniform and readable to all Investors.
- ***Frequency*** - Electronic Files should be disseminated to the Investors quarterly within 30 days after the quarter ends for the first three quarters and within 90 days for the last quarter (year-end). **All quarterly data should be reflected on a year-to-date basis except where otherwise indicated.**
- ***Fund Name*** - When a fund name is requested, use the short name assigned by the Sponsor.
- ***Property Name*** - For consistency, property names should appear both in the Quarter, Rents and Property files. Use the same property name from quarter to quarter and from file to file to maintain property reference consistency. Spelling and spaces should remain consistent.
- ***Property vs. Partnership*** - The Property and Quarter information should be presented at the property level. The common link between the Quarter and the Property files is PROPERTY NAME. If the Partnership has more than one property, all properties should be listed separately in all databases.

FIELD DEFINITIONS

PROPERTY FILE
(Reported Quarterly by the Syndicator, one record for each property)

1. **Fund (A18)**
   Short name of Fund. Assigned by Syndicator. This is a *key* field and must be the same as the name used in the other files.

2. **Property Name (A150)**
   Any alphanumeric, but do not include "Apartments" or abbreviations for that term. This is a *key* field and must be the same as the property name used in the "Quarter" and "Rent" files.

3. **Property Partnership Name (A150)**
   Name of lower-tier Partnership, or entity holding title to the actual investment property.

4. **Net Equity Invested ($)**
   Total net equity from all Investors who have invested in the lower-tier Limited Partnership, or equivalent entity. This includes equity from this Fund and any other Fund. This multiplied by the percentage owned in Field 20 gives the equity in the property for this Fund. Do not include upper tier loads.

5. **Total Cost of Project ($)**
   Total cost of project at date of completion. Includes land, buildings and improvements, all fees and all reserves. This should agree with the Sources (debt + equity, etc.) and Uses of Funds at time of completion.

6. **Type (A15)**
   Choose from among Family, Elderly, SRO, Special Needs, or Congregate. (Use Family if tenants are mixed).

7. **Street Address (A100)**
   Any alphanumeric. If there are multiple sites, pick one address and add "etc." to the end to indicate additional addresses. Use the street address for main building, or a rental office or a manager's unit or just pick one address.
   Note: If there are separate properties, as opposed to separate site locations, each property should be listed separately.

8. **City (A20)** Any alphanumeric.

9. **County (A20)** Any alphanumeric.

10. **State (A4)** U. S. Postal Service valid 2-digit alphabetic.

11. **Zip (A5)** U.S. Postal Service ZIP code for the property street location. Use the one zip code that relates to the one address in Field 10.

12. **Market (A12)** Urban, Suburban or Rural.

13. **Difficult Development Area (A5)** Yes or No.

14. **Qualified Census Tract Identification Number (A20)**
Tract Identification Number, if available. If there is more than one, use the Qualified Census Tract that relates to Field 7 - Street Address.

15. **Year Built (A4)**
Year (not date) first construction (original construction) completed for rehab, or year of construction corresponding to Field 22 – Completed, for new construction. Original year built.

16. **Construction Type (A15)**
Choose from New, Rehab, or Historic Rehab. Use Rehab if some new units are added to a project being rehabilitated.

17. **LIHTC Units (N)** Number of LIHTC units in entire complex.

18. **Market Units (N)** Number of non-LIHTC, or "market-rate" units in entire complex.

19. **Total Units (N)** Number of units in entire complex. Should equal sum of LIHTC units and Market Units.

20. **Percentage Owned (N)** Percentage of entire complex owned by this Fund. Express as a decimal (e.g., use .99 for 99%).

21. **Projected Completion Date (D)**
Expected date of completion of entire complex. Completion is defined as the date the last Certificate of Occupancy is issued. This date is the current estimate. Since this version does not have a field for both the original projection and the revised projection, use the revised projection.

22. **Completed (D)**
Date construction completed and last Certificate of Occupancy issued. Actual date of completion of the entire project.

23. **Date Actually Leased-Up (D)**
First date 100% Qualified Occupancy is achieved.

24. **Date Acquired (D)** Date of entry into lower-tier Partnership. If the date on which the lower-tier Partnership took title to the investment property is later, use the later date.

25. **Developer (A25)** Name of Developer. Use name of the Company or the person who is the Principal of the Partnership or Corporation.

26. **Developer Type (A25)** Profit, Nonprofit, Joint Venture or Other.

27. **Local General Partner (A30)** Name of the lower-tier General Partner. If there are several GPs, use the managing General Partner or net worth Guarantor (if different).

28. Property Status (A30)

Choose from among Pending, Pre-Construction, Construction, Acquisition Rehab, Lease-Up, Pre-Stabilized or Stabilized. *Pending* should be used until execution of the Partnership Agreement has occurred. *Pre-Construction* should be used when the Partnership Agreement is executed, but construction has not yet started. *Acquisition Rehab* (i.e. a "rolling" rehab) should be used when the property is being rehabbed while occupied. *Lease-Up* should be used after a Certificate of Occupancy has been received for the entire complex. *Pre-Stabilized* should be used after the property reaches Qualified Occupancy and before Conversion. *Stabilized* should be used after the property reaches Conversion. Do not leave this field blank.

29. Manager (A50)

Name of organization responsible for overseeing the daily property management functions.

30. Support Services (A10)

Indicate if Support Services are offered on-site. Appropriate answers are Yes or No. Types of Support Services may include: on-site meal programs, after school programs, adult education classes, preschools, head start, community services, counseling, job training, crafts, budget counseling, medical, etc. Services do not have to be required.

31. 1st Lienholder (A255)

Name of the first mortgagee of the property.

32. 1st Lien Amount ($) Original principal amount of first mortgage.

33. 1st Lien Rate (N)

Interest rate on first lien at end of the reporting period. For example, the rate should be shown as .09 for a 9% loan.

34. 1st Lien Rate Type (A2)

Use **"F"** for Fixed, **"V"** for Variable (may change annually) or "A" for adjustable (may change at fixed points during the term but not as often as annually). If variable or adjustable indicate maximum in 1st Lien Comments field.

35. 1st Lien Character (A10)

Appropriate answers are Hard or Soft, depending on whether the principal and/or interest are payable in most circumstances or only in limited circumstances (e.g. from available cashflow).

36. 1st Lien Term (N)

Number of years of first lien before repayment is due. Use the original term of the loan.

37. 1st Lien Amortization Period (N)

Number of years over which the amortization of the original loan amount is calculated. If loan is non-amortizing use "0" and explain in 1st Lien Comments field.

38. 1st Lien Comments (A255)

Clarifications or explanations of the 1st Lien fields

39. All other Debt Amounts ($)

QUARTERLY FILE

(Reported Quarterly by the Syndicator, one record for each property)
Data is reported in this file on a <u>year-to-date (YTD) basis.</u>

1. **Fund (A18)**
    Short name of Fund. This is a *key* field. It must match exactly to the Fund name in the Property, Rents, Funds and Investor files.

2. **Property Name (A150)**
    This is a key field. It must match exactly the same Property Name in the Property and Rent files.

3. **Current Quarter (N)**
    Quarter of the year (1,2,3 or 4) for which the report is generated.

4. **Current Year (N)** Year for which report is generated, e.g., 2016.

5. **Occ LIHTC (N)**
    Actual number of Sec. 42 units that are occupied for the purposes of determining occupancy rate. This is the actual number of occupied units, not the number qualified to receive credits.

6. **Occ Market (N)**
    Number of units rented at the end of the period at market rate, to tenants not qualifying as low-income tenants.

7. **Economic Occ (N)**
    Net Rental Income/Gross Potential. Net Rental Income is net of all losses due to vacant units, concessions or bad debt.

8. **Tenant Receivables ($)**
    Tenant contract rent due but unpaid. Under GAAP this would be included in Gross Income on the Income Statement as Earned Rents. It would be a receivable on the Balance Sheet.

9. **Occ Commercial (N)** Amount of commercial space occupied, in terms of net square footage leased.

10. **Gross Income ($)**
    Total income from operations for the period (YTD) for the complex less vacancy loss. Include rents, other income and income from any commercial space. (Note: Gross Income is generally considered to be the total potential income if all units were rented. Treat this field as <u>Effective Income,</u> which is GI less Vacancy. There is no field in this version for vacancy loss so it must be subtracted here.)

11. **Operating Exp ($)**
    Total operating expenses. Include payments for insurance expense and real estate taxes. Exclude depreciation, debt service, and reserves.

12.   NOI before Debt ($)
Gross Income less Operating Expenses. ([Field 10] - [Field 11]). The amount in this field is net operating income before subtracting reserves.

13.   Required Replacement Reserve Deposits ($)
This should include Replacement Reserves that are **required** to be paid per the Partnership Agreement or the Lender Documents. Do not include the initial reserves.

14.   Hard (Must Pay) Interest ($)
Interest expense paid on all property debt plus any interest accrued for mandatory debt for the period (YTD). Do not include construction period capitalized interest.

15.   Hard (Must Pay) Principal ($)
Principal payments paid on all mortgages excluding repayment of construction loans from equity or permanent financing.

16.   Debt Coverage (N)
Debt Service Coverage Ratio = **(NOI before Debt** *less* **Reserve Payments)** *divided by* **(Debt Interest** *plus* **Debt Principal)**. ([Field 12] - [Field 13]) / ([Field 14] + [Field 15]).
EXCEPTION: The Debt Coverage Ratio should be calculated on mandatory debt only. Express to two decimal places, e.g., 1.21.

17.   Expense Coverage Ratio (N)
Expense Coverage Ratio = **(Gross Income)** *divided by* **(Expenses** *plus* **Reserve Payments).**
([Field 10]) / ([Field 11] + [Field 13]).
EXCEPTION: The Expense Coverage Ratio should be calculated if there is no mandatory debt. Express to two decimal places, e.g., 1.00.

NOTE: The Expense Coverage Ratio should be used as an alternate benchmark when a property has no mandatory debt. Use either DCR or ECR but not both.

18.   Cash Flow ($)
NOI after debt payments and reserve fundings. The calculation should include required payments to reserves but should not include construction-financing payoffs. **Cash Flow** = **NOI before Debt** *less* **Reserve Payments** *less* **Debt Interest** *less* **Debt Principal**. ([Field 12] - [Field 13] - [Field 14] - [Field 15]). **EXCEPTION:** If Field 14 includes unpaid but accrued interest, then adjust the formula to exclude the accrued interest.

NOTE: This proposed formula is simplistic and may not be a true representation of cash flow. There are not enough fields in this file to represent all the possible data elements that could be used to calculate cash flow. Cash Flow *for this database* may have accruals for taxes and other operating expenses but it should not contain allowances for depreciation and amortization. Treat this field as cash flow as it would have been calculated for operating income and expense proformas.

19.   Depreciation ($) Financial statement depreciation and amortization on the property for the period (YTD).

20.   **Net Rental Income ($)**
      NOI before Debt *less* **Reserve Payments** *less* **Debt Interest** *less* **Depreciation**. ([Field 12] - [Field 13] - [Field 14] - [Field 19]).

      This is equivalent to Net Income on the financial statements. It may contain other income even though the field heading appears to limit it to *rental* income. It is permissible if accrued interest is included in Field 14; you do not have to back it out as in the calculation for cash flow. Do not include construction financing payoffs or other mortgage principal payments.

21.   **Real Estate Property Taxes ($)**
      Amount of taxes attaching to the property during the period (YTD). Includes amounts that are payable in installments without penalty. (This is an informational field. Even though property taxes are a part of Operating Expenses [Field 11], the detail of this expense should be shown here).

22.   **Operating Reserve Balance ($)**
      Total property Operating Reserves at end of period (YTD). This refers to reserves set aside for operational cash flow shortfall only. It should not include replacement reserves or debt service reserves.

23.   **Replacement Reserve Balance ($)**
      Total property replacement reserves at the end of the period (YTD).

24.   **Debt Service Reserve Balance ($)**
      Total property debt service reserve balance at the end of the period (YTD).

25.   **Other Reserves Balance ($)**
      Other reserves held on the property at the end of the period (YTD).

26.   **Last Visit (D)**
      Date of last property inspection by the Syndicator or Third Party.
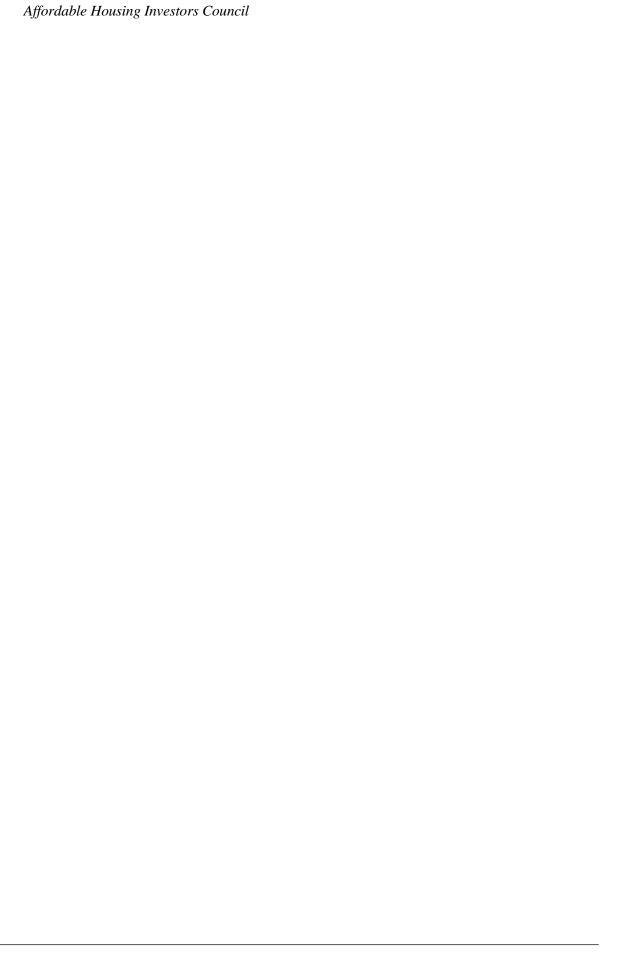
27.   **Last Compliance Audit (D)**
      Date of last audit of the property by state or federal regulators.

28.   **Risk Rating (A10)**
      Indicate whether or not the property is on the Syndicator's "Watch List" of troubled properties, by identifying as A, B, C, D or F. Do not leave blank.

29.   **Watch List Comments (A255)**
      If Field 28 is rated C, D or F, then this field must be completed. Use it to give an explanation of why the property is on the Watch List. The AHIC Risk Ratings and Risk Rating Guidelines provide Watch List criteria with brief explanations. This field is not limited to those suggestions. The Risk Ratings and Risk Rating Guidelines may be accessed on the AHIC Web Site under the Asset Management section.

(Updated Quarterly by Syndicators, one record for each property)

1. **Fund (A18)**

   Short name of fund. This is a *key* field. It must match exactly to the Fund name in the Property, Quarter, Funds and Investor files.

2. **Property Name (A150)**

   This is a *key* field. It must match exactly to the same Property Name in the Property and Quarter files.

3. **Rent: Studio ($)**

   Highest rent actually collected in project for low-income tenants on studio or SRO apartments. Use proposed rents if actual leasing has not begun.

4. **Rent: 1BR ($)**

   Highest rent collected from LIHTC tenants for one-bedroom unit. Use proposed rents if actual leasing has not begun.

5. **Rent: 2BR ($)**

   Highest rent collected from LIHTC tenants for two bedroom units. Use proposed rents if actual leasing has not begun.

6. **Rent: 3BR ($)**

   Highest rent collected from LIHTC tenants for three bedroom units. Use proposed rents if actual leasing has not begun.

7. **Rent: 4BR ($)**

   Highest rent collected from LIHC tenants for four bedroom units. Use proposed rents if actual leasing has not begun.

8. **Maximum Sec 42 Rental Rate: 1 BR ($)**

   Gross rent allowed under Sec. 42 for a one-bedroom unit. To calculate use the highest rent limitation.

9. **Maximum Sec 42 Rental Rate: 2 BR ($)**

   Gross rent allowed under Sec. 42 for a two-bedroom unit. To calculate use the highest rent limitation.

10. **Maximum Sec 42 Rental Rate: 3 BR ($)**

    Gross rent allowed under Sec. 42 for a three-bedroom unit. To calculate use the highest rent limitation.

11. **Maximum Sec 42 Rental Rate: 4 BR ($)**

   Gross rent allowed under Sec. 42 for a four-bedroom unit. To calculate use the highest rent limitation.

12. **Maximum Utility Allowance ($)**

   Maximum allowance for utilities under Sec. 42. Include only   utilities paid by the tenant.

13. **Market: Studio ($)**

   Comparable rent in market for market rate tenants on studio or SRO apartments. Use the market rental rate for non-restricted (not affordable) but similar units in area.

14. **Market: 1BR ($)**

   Market rent for one-bedroom unit. Use the market rental rate for non-restricted (not affordable) but similar units in area.

15. **Market: 2BR ($)**

   Market rent for two bedroom units. Use the market rental rate for non-restricted (not affordable) but similar units in area.

16. **Market: 3BR ($)**

   Market rent for three bedroom units. Use the market rental rate for non-restricted (not affordable) but similar units in area.

17. **Market: 4BR ($)**

   Market rent for four bedroom units. Use the market rental rate for non-restricted (not affordable) but similar units in area.

18. **Market Rent Date (D)**

   Last date on which market rent data was updated in database, for this property.