

# Terms Worksheet: Buy & Sell

Purchase Terms		Terms Worksheet	
	After Repair Value (ARV)	\$	
	Fast Sell Factor	-	%
	Fast After Repair Value (FARV)	=	
	Discount/Profit	-	%
1	Cost of Purchase (COP)	-	
2	Cost of Repair (COR)	-	
3	Carrying Costs (CC)	-	
4	Cost of Sale (COS)	-	
	Purchase Price	=	
	Amount Financed	-	
	Total Investment	=	
<b>1 Cost of Purchase Sub-Worksheet</b>			
	Finder's Fee	\$	
	Inspection	+	
	Closing Costs	+	
	Total Cost of Purchase	=	
<b>2 Cost of Repair Sub-Worksheet</b>			
	Cosmetic Minor	\$	
	Cosmetic Major	+	
	Structural	+	
	Fixtures/Appliances	+	
	Landscaping	+	
	Contingency Factor	+	%
	Total Cost of Repair	=	
<b>3 Carrying Costs Sub-Worksheet</b>			
	Taxes	\$	
	Fees/Insurance	+	
	Utilities/Services	+	
	Debt Service	+	
	Property Upkeep	+	
	Total Carrying Cost	=	
<b>4 Cost of Sale Sub-Worksheet</b>			
	Agent Commissions	\$	
	Home Warranty	+	
	Title Insurance & Fees	+	
	Buyer Closing Costs	+	
	Total Cost of Sales	=	

Purchase Terms

Operating Terms

# Terms Worksheet: Buy & Hold

Purchase Terms		Terms Worksheet			
	Market Value (MV)	\$			
	Discount/Profit	-	\$	%	
	Purchase Price	=	\$		
	Amount Financed	-	\$		
	Down Payment	=	\$	%	
1	Cost of Purchase (COP)	+	\$		
2	Cost of Repair (COR)	+	\$		
	Total Investment	=	\$		
3	Net Operating Income (NOI)	\$			
4	Principle & Interest	-	\$		
	Cash Flow Monthly/ Annual	=	\$	-	= \$
Operating Terms		1 Cost of Purchase Sub-Worksheet			
	Finder's Fee	\$			
	Inspection	+	\$		
	Closing Costs	+	\$		
	Total Cost of Purchase	=	\$		
		2 Cost of Repair Sub-Worksheet			
	Cosmetic Minor	\$			
	Cosmetic Major	+	\$		
	Structural	+	\$		
	Fixtures/Appliances	+	\$		
	Landscaping	+	\$		
	Contingency Factor	+	\$	%	
	Total Cost of Repair	=	\$		
		3 Net Operating Income Sub-Worksheet			
	Gross Rental Income	\$		% of MV	
	Vacancy	-	\$		
	Net Rental Income	=	\$		
	Expenses				
	Property Management	-	\$		
	Leasing Costs (Annual/12)	-	\$		
	Maintenance (Annual Reserve/12)	-	\$		
	Utilities	-	\$		
	Property Taxes	-	\$	% of MV	
	Insurance	-	\$	% of MV	
	Other	-	\$		
	Net Operating Income	=	\$		
		4 Principle & Interest Sub-Worksheet			
	30-Year Mortgage				
	30-Year Mortgage Rate			%	
	30-Year Principle & Interest	\$			
	15-Year Mortgage Rate				
	15-Year Mortgage Rate			%	
	15-Year Principle & Interest	\$			

## Cost of Repair Worksheet

Cost of Repair Summary			
1	Cosmetic Minor	\$	0.00
2	Cosmetic Major	+ \$	0.00
3	Structural	+ \$	0.00
4	Fixtures/Appliances	+ \$	0.00
5	Landscaping	+ \$	0.00
	Contingency Factor	+ \$	0.00    ##### %
Total Cost of Repair		= \$	-

  

I      Cosmetic Minor Sub-Worksheet			
Cleanup			
	Interior Cleaning	\$	_____
	Exterior Powerwash	+ \$	_____
Electrical			
	Install GFCIs	+ \$	_____
	Lights	+ \$	_____
	Outlets	+ \$	_____
	Fuse box	+ \$	_____
Roof			
	Shingle Repair	+ \$	-
	Attic Vents	+ \$	_____
	Rain Caps	+ \$	_____
	Gutters/Downspouts	+ \$	_____
Chimney/Hearth			
	Cleaning	+ \$	_____
	Repair	+ \$	_____
Kitchen			
	New Countertops	+ \$	_____
	New Backsplash	+ \$	_____
Flooring			
	Carpet	+ \$	_____
	Tile	+ \$	_____
	Vinyl	+ \$	_____
	Laminate	+ \$	_____



Plumbing			
	Fixture instillation	+ \$	<u>                    </u>
	Replace bibs	+ \$	<u>                    </u>
	Update Gas Valves/Hoses	+ \$	<u>                    </u>
Carpentry			
	Shelving	+ \$	<u>                    </u>
	Rehang/Adjust Doors	+ \$	<u>                    </u>
	Trim/Molding	+ \$	<u>                    </u>
	Misc Mill Work/Repair	+ \$	<u>                    </u>
Handicap Access			
	Ramp	+ \$	<u>                    </u>
	Railing	+ \$	<u>                    </u>
	Debris/Garbage Removal	+ \$	<u>                    </u>
Exterior Walls			
	Driveway Patching/Repair	+ \$	<u>                    </u>
	Trim/Siding Repair	+ \$	<u>                    </u>
	Skirt Replacement	+ \$	<u>                    </u>
	Patch/Repair Masonry	+ \$	<u>                    </u>
	Paint	+ \$	<u>                    </u>
	Screens	+ \$	<u>                    </u>
	Replace Window Panes	+ \$	<u>                    </u>
	Shutters	+ \$	<u>                    </u>
	Weather Striping/Caulking	+ \$	<u>                    </u>
Interior Walls			
	Patch Dry Wall/Plaster	+ \$	<u>                    </u>
	Paint	+ \$	<u>                    </u>
	Rehang/Adjust Doors	+ \$	<u>                    </u>
	Trim	+ \$	<u>                    </u>
	Crown Molding	+ \$	<u>                    </u>
Misc			
	Labor	+ \$	<u>                    </u>
	Contractor Fees	+ \$	<u>                    </u>
	Trash Container Rental	+ \$	<u>                    </u>
	Debris/Garbage Removal	+ \$	<u>                    </u>
Total Cosmetic Minor		= \$	<u>                    </u> -

2	Cosmetic Major Sub-Worksheet	
Electrical		
Rewiring/Throughout	\$	
	+ \$	
Plumbing		
Install New Pipes/Lines	+ \$	
Line Repair/Replacement	+ \$	
Pool/Spa		
Demo/Fill	+ \$	
Pump/Filtration	+ \$	
Addition	+ \$	
Carpentry		
Custom Built-ins	+ \$	
Decorative Woodwork	+ \$	
Flooring		
Hardwood	+ \$	
Tile	+ \$	
Exterior Walls		
Siding Replacement	+ \$	
Skirt Replacement	+ \$	
Masonry	+ \$	
New Driveway	+ \$	
New Deck	+ \$	
New Porch/Stoop	+ \$	
New Patio	+ \$	
Interior Walls		
Framing	+ \$	
New Door	+ \$	
New Window	+ \$	
Replace Dry Wall	+ \$	
Misc		
Labor	+ \$	
Contractor Fees	+ \$	
Garage Door	+ \$	
Trash Container Rental	+ \$	
Debris/Garbage Removal	+ \$	
Total Cosmetic Major	= \$	-

3	Structural Sub-Worksheet		
	Foundation Repair		
	Slab	\$	
	Pier & beam	+ \$	
	Replace HVAC Ducts/Vents	+ \$	
	Roof		
	Shingles/Surface	+ \$	
	Decking	+ \$	
	Trusses /Trim	+ \$	
	Septic Repair/Replacement	+ \$	
	Walls Interior New/Demolish	+ \$	
	Walls Exterior New/Demolish	+ \$	
	Gas Line Repair/Replacement	+ \$	
	Misc		
	Labor	+ \$	
	Contractor Fees	+ \$	
	Trash Container Rental	+ \$	
	Debris/Garbage Removal	+ \$	
	Total Structural	= \$	-
4	Fixtures/Appliances Sub-Worksheet		
	FIXTURES		
	Lighting		
	Ceiling Lights	\$	
	Wall Lights	+ \$	
	Ceiling Fans	+ \$	
	Exterior Lights	+ \$	
	Bathroom		
	Medicine Cabinet	+ \$	
	Countertops	+ \$	
	Vanity	+ \$	
	Cabinets	+ \$	
	Shower	+ \$	
	Bathtub	+ \$	
	Mirrors	+ \$	
	Toilet	+ \$	
	Kitchen		
	Cabinets	+ \$	
	Island	+ \$	



Misc Fixtures		
Labor	+ \$	_____
Contractor Fees	+ \$	_____
Parts/Tools	+ \$	_____
Door Knobs/Hinges	+ \$	_____
Cabinet Pulls/Hinges	+ \$	_____
Window Coverings	+ \$	_____
Screens	+ \$	_____
Gas Alarm	+ \$	_____
Smoke Alarm	+ \$	_____
Keys/Locks/Lock Boxes	+ \$	_____
House Numbers	+ \$	_____
Mail Box	+ \$	_____
FIXTURES SUBTOTAL	= + \$	_____ -
APPLIANCES		
Dishwasher	\$	_____
Oven	+ \$	_____
Range	+ \$	_____
Hood	+ \$	_____
Microwave	+ \$	_____
Water Heater	+ \$	_____
HVAC	+ \$	_____
Refrigerator	+ \$	_____
Trash Compactor	+ \$	_____
Disposal	+ \$	_____
Alarm System	+ \$	_____
Garage door opener	+ \$	_____
Sump Pump	+ \$	_____
Radiators	+ \$	_____
Other	+ \$	_____
Other	+ \$	_____
Misc.	+ \$	_____
Labor	+ \$	_____
Contractor Fees	+ \$	_____
APPLIANCES SUBTOTAL	= \$	_____ -
Total Fixtures/Appliances	= \$	_____ -

5	Landscaping Sub-Worksheet	
Lawn		
	Resod	\$ _____
	Reseed	+ \$ _____
	Mowing/Trimming	+ \$ _____
	Trim Hedge/Shrubs	+ \$ _____
	Trim Trees	+ \$ _____
	Watering	+ \$ _____
Plants/Beds		
	New Beds	+ \$ _____
	Flowers	+ \$ _____
	Shrubs/Hedges	+ \$ _____
	Trees	+ \$ _____
Retaining Walls		
	Timber	+ \$ _____
	Paint	+ \$ _____
	Stain	+ \$ _____
	Replace/Install	+ \$ _____
Misc		
	Labor	+ \$ _____
	Contractor Fees	+ \$ _____
	Pavers/Stepping Stones	+ \$ _____
	Sprinkler System	+ \$ _____
	Decorative Urns/Statues	+ \$ _____
	Fertilizer	+ \$ _____
	Mulch/Gravel	+ \$ _____
	Top Soil	+ \$ _____
	Storage Shed	+ \$ _____
	Trash Container Rental	+ \$ _____
	Debris/Garbage Removal	+ \$ _____
	<b>Total Lanscaping</b>	<b>= \$ _____ -</b>



**1) LOCATION**

- Country
- State/Province
  - Taxes
  - Rentals Laws
  - Weather
- County/Parrish
- City/Town
  - Taxes
  - Services
- Neighborhood
  - School District
  - Crime
  - Transportation
  - Shopping/Recreation
- Street
  - Traffic
  - Size
- Lot
  - Zoning
  - Adjoining Lots
  - Lot Size
  - Trees
  - Privacy
  - Landscaping
  - Orientation/View

**2) TYPE**

- Single Family
  - Home
  - Condo
  - Town Home
  - Mobile Home
  - Zero Lot/Garden
- Small Multi Family
  - Duplex
  - Fourplex
- Large Multifamily/Commercial
- Land/Lot
- New/Preconstruction
- Resale
- Urban
- Suburban
- Exurban
- Rural
- Resort/Vacation
- Farm/Ranch

**3) ECONOMICS**

- Price Range
  - From \$\_\_\_\_\_
  - To \$\_\_\_\_\_
- Discount \_\_\_\_\_%
- Cash Flow \$\_\_\_\_\_ / Mo
- Appreciation \_\_\_\_\_% /Yr

- 4) **CONDITION**
- Needs No Repair
  - Needs Minor Cosmetic
  - Needs Major Cosmetic
  - Needs Structural
  - Needs Demolition

- 5) **CONSTRUCTION**
- Roof
  - Walls (Exterior)
  - Foundation
  - Plumbing
  - Water/Waste
  - Wiring
  - Insulation
  - Heating/AC

- 6) **FEATURES**
- Age/Year Built \_\_\_\_\_
  - Beds \_\_\_\_\_
  - Baths \_\_\_\_\_
  - Living \_\_\_\_\_
  - Dining \_\_\_\_\_
  - Stories \_\_\_\_\_
  - Square Feet \_\_\_\_\_
  - Ceilings \_\_\_\_\_ ft.
  - Parking/Garage
  - Kitchen
  - Closets/Storage
  - Appliances (Gas/Electric)
  - Floor Plan (Open, In-law)
  - Patio/Deck
  - Basement
  - Attic
  - Lighting
  - Walls (Interior)
  - Laundry Room

- 7) **AMENITIES**
- Office
  - Play/Exercise Room
  - Security System
  - Furniture/Furnishings
  - Sprinkler System
  - Workshop/Studio
  - In-Law Suite
  - Fireplace
  - Pool
  - Hot Tub
  - Ceiling Fans
  - Window Treatments
  - Satellite Dish
  - Internet (Broadband)
  - Sidewalk
  - Energy Efficient Features
  - Other:



# Personal Budget Worksheet

## Monthly Income

(1)	Earned Income		\$	-	
(2)	Unearned Income		\$	-	
<b>Gross Monthly Income</b>			<b>\$</b>	<b>-</b>	
(1)	Tithe	%	\$	-	
(2)	Save	%	\$	-	
(3)	Invest	%	\$	-	
(4)	Tax	%	\$	-	
<b>Net Spendable Income</b>			<b>\$</b>	<b>-</b>	

## Expenses

			Current	Required
(5)	Housing	%	\$ -	\$ -
(6)	Food	%	\$ -	\$ -
(7)	Automobile	%	\$ -	\$ -
(8)	Insurance	%	\$ -	\$ -
(9)	Entertainment	%	\$ -	\$ -
(10)	Clothing	%	\$ -	\$ -
(11)	Medical	%	\$ -	\$ -
(12)	Debt Service	%	\$ -	\$ -
(13)	School/Child Care	%	\$ -	\$ -
(14)	Travel/Vacation	%	\$ -	\$ -
(15)	Misc.	%	\$ -	\$ -
<b>Total Current Expenses</b>			<b>\$</b>	<b>-</b>
<b>Total Required Expenses</b>				<b>\$</b>
<b>Total Discretionary Expenses</b>				

## Budget Analysis

<b>Net Spendable Income</b>		\$	-	
<b>Less Required Expenses</b>		\$	-	
<b>Total Surplus/Deficit</b>		\$	-	



## Personal Budget Breakout

### INCOME

#### (1) Earned

Salary	\$0.00	
Other	\$0.00	
<b>Total Earned</b>		<b>\$0.00</b>

#### (2) Unearned

Interest	\$0.00	
Dividends	\$0.00	
Rental Income	\$0.00	
Assets Sold	\$0.00	
Notes	\$0.00	
Other	\$0.00	
<b>Total Unearned</b>		<b>\$0.00</b>

### GROSS MONTHLY INCOME

**\$0.00**

#### (1) Tithing

Charitable Giving	\$0.00	
Church Donations	\$0.00	
Other	\$0.00	
<b>Total Tithe</b>		<b>\$0.00</b>

#### (2) Savings

Cash Reserve	\$0.00	
Other	\$0.00	
<b>Total Savings</b>		<b>\$0.00</b>



(3) Investments		
Pre Tax	<u>\$0.00</u>	
IRAs	<u>\$0.00</u>	
Business (Private)	<u>\$0.00</u>	
Stocks/Bonds	<u>\$0.00</u>	
Real Estate	<u>\$0.00</u>	
Annuities	<u>\$0.00</u>	
Collectables	<u>\$0.00</u>	
Other	<u>\$0.00</u>	
Total Investments		<u>\$0.00</u>
(4) Tax		
Income	<u>\$0.00</u>	
Other	<u>\$0.00</u>	
Total Tax		<u>\$0.00</u>

<b>NET SPENDABLE INCOME</b>	<b>\$0.00</b>
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<b>EXPENSES</b>
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(5) Housing		
Mortgage	<u>\$0.00</u>	
Insurance	<u>\$0.00</u>	
Taxes	<u>\$0.00</u>	
Electricity	<u>\$0.00</u>	
Gas	<u>\$0.00</u>	
Water	<u>\$0.00</u>	
Sanitation	<u>\$0.00</u>	
Lawn Care	<u>\$0.00</u>	
Cleaning	<u>\$0.00</u>	
Telephone	<u>\$0.00</u>	
Cable	<u>\$0.00</u>	
Internet	<u>\$0.00</u>	
Maintenance	<u>\$0.00</u>	
Other	<u>\$0.00</u>	
Total Housing		<u>\$0.00</u>



(6) Food		
Groceries	<u>\$0.00</u>	
Other	<u>\$0.00</u>	
Total Food		<u>\$0.00</u>
(7) Automobile		
Payments	<u>\$0.00</u>	
Gas	<u>\$0.00</u>	
Insurance	<u>\$0.00</u>	
Maintenance/Repair	<u>\$0.00</u>	
Other	<u>\$0.00</u>	
Total Automobile		<u>\$0.00</u>
(8) Insurance		
Life	<u>\$0.00</u>	
Medical	<u>\$0.00</u>	
Disability	<u>\$0.00</u>	
Other	<u>\$0.00</u>	
Total Insurance		<u>\$0.00</u>
(9) Entertainment		
Entertainment	<u>\$0.00</u>	
Magazines/Paper	<u>\$0.00</u>	
Other	<u>\$0.00</u>	
Total Entertainment		<u>\$0.00</u>
(10) Clothing		
Clothing	<u>\$0.00</u>	
Other	<u>\$0.00</u>	
Total Clothing		<u>\$0.00</u>
(11) Medical		
Co-Pay	<u>\$0.00</u>	
Prescriptions	<u>\$0.00</u>	
Other	<u>\$0.00</u>	
Total Medical		<u>\$0.00</u>



# MILLIONAIRE SYSTEMS

(12) Debt Service		
Credit Cards	\$0.00	
Loans/Notes	\$0.00	
Other	\$0.00	
Total Debt Service		\$0.00
(13) School/Child Care		
School	\$0.00	
Child Care	\$0.00	
Other	\$0.00	
Total School/Child Care		\$0.00
(14) Travel/Vacation		
Travel	\$0.00	
Vacation	\$0.00	
Other	\$0.00	
Total Travel/Vacation		\$0.00
(15) Miscellaneous		
Gifts	\$0.00	
Other	\$0.00	
Total Miscellaneous		\$0.00
<b>TOTAL EXPENSES</b>		<b>\$0.00</b>



## Personal Balance Sheet

	January 1, Last Year	January 1, This Year	Annual % Increase	Current Total
<b>ASSETS</b>				
Retirement Accounts	\$ -	\$ -	%	\$ -
Equity Investments	\$ -	\$ -	%	\$ -
Businesses Private	\$ -	\$ -	%	\$ -
Businesses Public	\$ -	\$ -	%	\$ -
Stocks	\$ -	\$ -	%	\$ -
Bonds	\$ -	\$ -	%	\$ -
Annuities	\$ -	\$ -	%	\$ -
<b>Total Equity Investments</b>	\$ -	\$ -	%	\$ -
Cash/Savings	\$ -	\$ -	%	\$ -
Insurance	\$ -	\$ -	%	\$ -
Collectibles	\$ -	\$ -	%	\$ -
Personal Property	\$ -	\$ -	%	\$ -
Real Estate Personal	\$ -	\$ -	%	\$ -
Real Estate Investments	\$ -	\$ -	%	\$ -
Notes Receivable	\$ -	\$ -	%	\$ -
Other Assets	\$ -	\$ -	%	\$ -
<b>TOTAL ASSETS</b>	\$ -	\$ -	%	\$ -
<b>LIABILITIES</b>				
Car Loans	\$ -	\$ -	%	\$ -
Credit Card Debt	\$ -	\$ -	%	\$ -
Mortgage Debt	\$ -	\$ -	%	\$ -
School Loans	\$ -	\$ -	%	\$ -
Other Debt	\$ -	\$ -	%	\$ -
<b>TOTAL LIABILITIES</b>	\$ -	\$ -	%	\$ -
<b>NET WORTH</b>	\$ -	\$ -	%	\$ -
<b>ANNUAL CASH FLOW (EARNED)</b>	\$ -	\$ -	%	\$ -
<b>ANNUAL CASH FLOW (UNEARNED)</b>	\$ -	\$ -	%	\$ -