

Schedule A  
**Monthly Report for  
Establishing Net Income**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing  
Federal Housing Commissioner



OMB Approval No. 2502-0108 (exp. 7/31/92)

See Instructions on back

Public reporting burden for this collection of information is estimated to average 3.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0108), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

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. Tenants Subsidy Vouchers	\$		
c. Flexible Subsidy	\$		
Monthly Operating Deficit	\$		
Other	\$		
d. Other (Specify)	\$		
	\$		
	\$		
	(2) Total Receipts	\$	
3. Disbursements made during the Month (from HUD-93480, Schedule B)			
a. Excess Income Submitted	\$		
b. Routine Operations	\$		
c. Flexible Subsidy/MIO Plans Items	\$		
d. Other (Specify)	\$		
	\$		
	\$		
	(3) Total Disbursements	\$	
4. Cash On-Hand and in the Bank, End of Month (Line 1 + line 2 minus line 3)		\$	
5. Monthly Rent Potential	\$		
6. Rent Loss on Vacant Units	\$		
7. Tenant Accounts Receivable	\$		
8. Accounts Payable (from HUD-93481, Schedule C)			
a. Routine	\$		
b. Flexible Subsidy/MIO Plans 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	\$		

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

Signature	Title	Date

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010)

Previous Editions are Obsolete

HUD-93479 (5-92)  
ref. Handbook 4370.2-4350.1

---

**Instructions for Preparation of Monthly Reports for Establishing Net Income**

One copy of the monthly report forms (forms HUD-93479, 93480, and 93481) is due in the HUD Field Office no later than the tenth of the month following the month of operation covered by the report. Reports for projects receiving Flexible Subsidy are due no later than the fifth of the month following the month of operation covered by the report. All applicable lines should be completed since partial information reduces the usefulness of the reports. The report 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 to be included.

Line 3 b: Include cash paid for necessary and reasonable operating expenses of the project.

Line 3 d: Include distributions 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 for 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**

All disbursements from project cash must be shown.

Check numbers must be consecutive. Payee and purpose of each disbursement must be identified.

For Flexible Subsidy projects or other projects with MIO Plans, annotate as required by the local Field Office.

**Schedule C: Form HUD-93481, Schedule of Accounts Payable**

All delinquencies under the mortgage must be shown. Itemize principal, interest, type of escrow, and MIP.

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 the date incurred.

For Flexible Subsidy projects or other projects with MIO Plans, annotate as required by the local Field Office.

**Schedule B  
Schedule of  
Disbursements**

U.S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner



OMB Approval No. 2502-0108 (exp. 7/31/92)

See instructions on back

Public reporting burden for this collection of information is estimated to average 3.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0108), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

For the Month of :

, 19

Date	Check No.	Payee	Purpose	Amount
				\$

Total Disbursements (enter under line 3 of Schedule A) \$

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Previous Editions are Obsolete

form HUD-93480 (05/92)  
ref. Handbooks 4370.2, 4350.1

---

### Instructions for Preparation of Monthly Reports for Establishing Net Income

One copy of the monthly report forms (forms HUD-93479, 93480, and 93481) is due in the HUD Field Office no later than the tenth of the month following the month of operation covered by the report. Reports for projects receiving Flexible Subsidy are due no later than the fifth of the month following the month of operation covered by the report. All applicable lines should be completed since partial information reduces the usefulness of the reports. The report 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 to be included.
- Line 3 b: Include cash paid for necessary and reasonable operating expenses of the project.
- Line 3 d: Include distributions 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 for 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

All disbursements from project cash must be shown.

Check numbers must be consecutive. Payee and purpose of each disbursement must be identified.

For Flexible Subsidy projects or other projects with MIO Plans, annotate as required by the local Field Office.

#### Schedule C: Form HUD-93481, Schedule of Accounts Payable

All delinquencies under the mortgage must be shown. Itemize principal, interest, type of escrow, and MIP.

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 the date incurred.

For Flexible Subsidy projects or other projects with MIO Plans, annotate as required by the local Field Office.

**Schedule C  
Schedule of  
Accounts Payable**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing  
Federal Housing Commissioner



OMB Approval No. 2502-0108 (exp. 7/31/92)

See instructions on back

Public reporting burden for this collection of information is estimated to average 3.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0108), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

For the Month of:

,19

Date Incurred	To Whom Owed	Purpose	Amount
			\$

**Total Accounts Payable** (enter on line 8, Schedule A) \$

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Previous Editions are Obsolete

Form HUD-93481 (05/92)  
ref Handbooks 4370.2, 4350.1

---

**Instructions for Preparation of Monthly Reports for Establishing Net Income**

One copy of the monthly report forms (forms HUD-93479, 93480, and 93481) is due in the HUD Field Office no later than the tenth of the month following the month of operation covered by the report. Reports for projects receiving Flexible Subsidy are due no later than the fifth of the month following the month of operation covered by the report. All applicable lines should be completed since partial information reduces the usefulness of the reports. The report 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 to be included.

Line 3 b: Include cash paid for necessary and reasonable operating expenses of the project.

Line 3 d: Include distributions 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 for 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**

All disbursements from project cash must be shown.

Check numbers must be consecutive. Payee and purpose of each disbursement must be identified.

For Flexible Subsidy projects or other projects with MIO Plans, annotate as required by the local Field Office.

**Schedule C: Form HUD-93481, Schedule of Accounts Payable**

All delinquencies under the mortgage must be shown. Itemize principal, interest, type of escrow, and MIP.

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 the date incurred.

For Flexible Subsidy projects or other projects with MIO Plans, annotate as required by the local Field Office.