

Need to review and update T-12

Question: I uploaded a T-12, but after speaking with the broker I learned about some one-time expenses that I want to remove or reclass.

The Archer Underwriting Tool is exported in Excel and is completely customizable for the user. Any adjustments to the T-12 can be made in the T-12_Input tab. From here the user can either chose to ignore the entire line (example being the current owner has a fee that isn't applicable to new ownership) or enter a new value into the expense month.

To ignore the line item, click on the dropdown menu in the yellow cells and chose "IGNORE". This removes the line item from all T-12 calculations and analysis in the model.

Management Fees	Management Fee		Management Fee	1	5900100 Management Fees	4,091
Supervisory Fees		Professional Fees	Professional Fees	1	5900200 Supervisory Fees	600
Total Management Fees		IGNORE		1	Total Management Fees	4,691
		Gross Potential Rent		1	Taxes	
Property Taxes	Real Estate Taxes	Rental Concessions	Real Estate Taxes	1	6200100 Property Taxes	9,990
Franchise Taxes	Real Estate Taxes	Vacancy Loss	Real Estate Taxes	1	6200300 Franchise Taxes	6,279
Total Taxes		Non Revenue Units		1	Total Taxes	16,269
		Bad debt				
		Utility Rebill - Electric				

The user can also choose to re-categorize the expense by changing the mapping if the original mapping needs to be adjusted.

To enter a new value, the user needs to adjust the value in the applicable yellow cell, and the total value will automatically adjust to the updated value.