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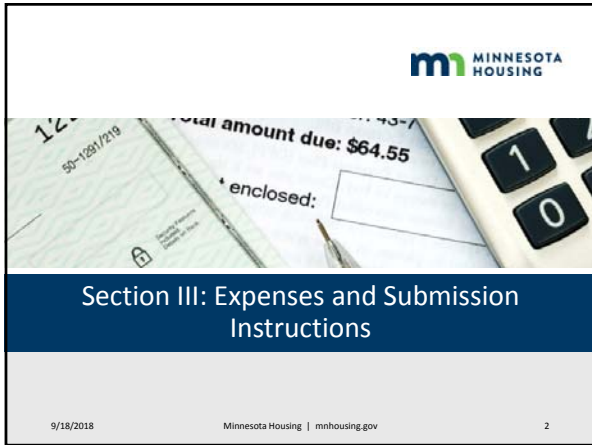
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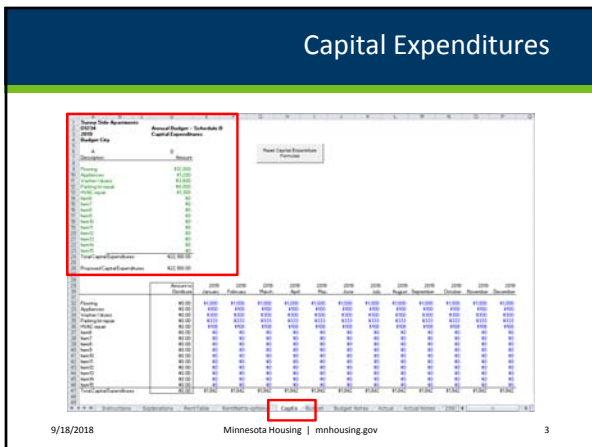
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### A Few More Common Errors

- Front desk costs and tenant service coordinator expenses must be written on Line 35 – Unique Operating Expenses (not Line 29 – Other Administration)
- Line 4 – MPHA payment from Hollman units
- Line 18 – MARIF Operating Subsidy Reserve or Section 236 developments with excess income
- Line 81 – Annual Partnership Distributions should be blank
- Lines 77 through 94 – Note which amounts should be (+) or (-)

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### Required Submission Items

- **Budget** (BudRep with 6/20/2017 on the 'Instructions' worksheet) – When naming the file, follow naming protocol of '*developmentYYYYBUD*'. [Note that the document should have an .xslm file extension.]
- **Utility Allowance Schedule**
- **Rent Matrix** (if you are not using the template in the BudRep)

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### Box.com Submission

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**For More Information**

**Contact your assigned Housing Management Officer**

**Contacts**

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