

PROJECT CONNECTIONS / BATCH 3 / PLANNER 01

Evaluate the Property. Plan the Responsibility.

Investment Property Purchase & Operations Planner

Test the property, financing and day-to-day workload together. Build an evidence-based decision without assuming rent, appreciation or a return.

PRINT-READY WORKBOOK / 14 PAGES

Illustrative scene; not an identified SJBA member project.

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Define the investment question

Start with your purpose and the rental arrangement you want to investigate. Buying is one possible outcome; revising the idea or choosing another use of your time and money are valid alternatives.



CHOOSE YOUR STARTING POINT

Explore / Verify / Decide / Operate

Illustrative scene; not an identified SJBA member project.

Purpose / intended rental arrangement / alternatives to compare

Measurable decision goal / decision owner / people to consult

Target decision date / evidence needed / progress-review method

Gather facts and verify requirements / pages 3-6

Compare options and coordinate / pages 7-10

Resolve questions and act / pages 11-14

Track actions on page 13. Keep completed worksheets private; omit full account numbers, identity documents and detailed medical or employee records.

Build a property fact file

Distinguish a seller statement, an observation and a qualified assessment. Record the source and checked date; a listing description does not establish lawful use or condition.

Property fact	Evidence / checked date	Unknown / owner
Address / parcel reference / municipality		
Current use / occupancy / units described		
Building condition / assessment scope		
Utilities / access / known restrictions		
Open questions / missing documents		

Next question / responsible person / review date

Ask the inspector what was outside the inspection scope and who should assess it.

Verify the intended use

Ask the responsible municipal offices and qualified advisers about this specific property and arrangement. DCA provides rental and construction resources; neither a nearby rental nor a listing establishes permission. [S1, S3]

01 / Intended use / unit count / rental duration

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

02 / Registration / occupancy / inspection questions

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

03 / Lease / tenant / fair-housing responsibilities

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

Do not assume a short-term rental or an additional unit is permitted. Preserve the written response and any conditions.

Budget the purchase and startup

Use written estimates and a consistent scope. Record whether an amount is estimated or confirmed, when cash is needed, and which document supports it.

Period / scenario: _____ Currency: _____

Cost / responsibility	Estimate	Confirmed	Source / cash due
Purchase cash contribution			
Transaction / legal / title costs			
Inspections / specialist assessments			
Financing fees / prepaid items			
Initial repairs / setup work			
Opening cash reserve			

Total / one-time vs. recurring / decision owner / next review

Total cash needed = sum of distinct startup items. Do not count financed purchase amounts again as cash due. Review with the lender and accountant.

Compare financing commitments

Compare proposals for the same purchase, date and assumptions. Ask the lender to explain the terms in writing and identify what remains conditional. A proposal is not an approval.

Option / provider A: _____ B: _____

Comparison point	A / evidence / date	B / evidence / date
Amount / borrower cash required		
Rate / adjustment / term / payment		
Fees / security / guarantees		
Conditions / property requirements		
Timing / expiry / exit questions		

Tradeoff / information needed / decision owner / review date

Ask how vacancy, repair delays or a changed property use affect the proposal.

Document rental assumptions

Enter your own evidence. Asking rents, executed leases and actual collections describe different things. Record which you have and how comparable the property and rental period are.

Assumption	Source / date / amount	Uncertainty / next check
Proposed rent / evidence type		
Occupancy / vacancy assumption		
Collection delay / nonpayment assumption		
Concessions / management assumptions		
Lower-income scenario / changed inputs		

Next question / responsible person / review date

Do not insert market rents from memory. What evidence would make you lower your expectation?

Separate cash from taxable profit

Choose one period and one cash basis. Enter money actually expected to move in that period, supported by your assumptions. This planning arithmetic does not calculate taxable profit. [S2]

Period / scenario: _____ Source date: _____

Line / defined calculation	Value / working	Source / assumption
A. Opening available cash		
B. Rent and other operating cash collected		
C. Operating cash paid (exclude debt and capital work)		
D. Loan principal and interest cash paid		
E. Capital-work cash paid		
F. Other cash movements, net (+/-)		
G. Ending cash = A + B - C - D - E + F		
H. Amount earmarked within G for future needs		
I. Uncommitted cash = G - H		

Principal repayment, interest, repairs and capital work have different accounting/tax treatment. Ask an accountant to review categories. Treat reserve earmarking as a designation within cash, not a second expense; avoid counting escrow items twice.

Plan upkeep and interruptions

An operating plan needs both routine work and a response when something changes. Separate expected maintenance from larger replacement work and verify coverage with the insurer.

Need / scenario	Timing / cost evidence	Owner / contingency
Routine service / responsible contact		
Major component / assessment needed		
Insurance / exclusions / deductibles		
Vacancy / service interruption		
Unexpected work / funding source		

Next question / responsible person / review date

What would trigger a pause, a specialist visit or a revised cash forecast?

Choose a management arrangement

Compare the work you would retain under each arrangement. Obtain a written scope and fee schedule; delegation does not answer every owner obligation.

Option / provider A: _____ B: _____

Comparison point	A / evidence / date	B / evidence / date
Availability / emergency coverage		
Leasing / lawful decision processes		
Maintenance approval / spending limits		
Fees / extra services / termination		
Records / reporting / cash handling		

Tradeoff / information needed / decision owner / review date

Options may include owner-management, a professional manager or a revised investment plan.

Coordinate due diligence

Make each handoff explicit. Ask who must review a finding before a commitment is made. Existing leases and tenant information require appropriate confidential handling.

Real estate / inspection

Confirm condition questions, access, assessments and unresolved scope.

Owner: _____ Due: _____ Received by: _____

Legal / title

Review ownership, restrictions, transaction documents and existing lease issues.

Owner: _____ Due: _____ Received by: _____

Lending / accounting

Reconcile financing conditions, cash commitments and tax/accounting questions.

Owner: _____ Due: _____ Received by: _____

Insurance / management / trades

Confirm coverage scope, operating workload and repair estimates.

Owner: _____ Due: _____ Received by: _____

Do not treat a checklist as professional clearance or waive a condition because a box is filled.

Prepare the professional conversation

Bring the property file, financing proposals, rental evidence and cash worksheet. Ask each adviser to identify what they can verify and what belongs with another professional.

Legal / property manager: which current tenant and fair-housing rules apply?

Accountant / lender: which assumptions or cash classifications need correction?

Inspector / insurer: which unresolved risks could change the decision?

Role / contact / meeting date / question to resolve

Documents to bring / secure handoff / receipt confirmation

Recommendation / assumptions / other adviser needed

Next action / owner / deadline / follow-up date

Keep completed worksheets private. Confirm the recipient and secure sharing method before sending records.

Decide what evidence supports the next step

Use proceed, revise, investigate or pause. Record the reason and limits; this workbook is not a recommendation to purchase.

[ ] Lawful use and transaction questions have named reviewers.

[ ] Cash assumptions, contingency and workload have been challenged.

[ ] Unresolved evidence has an owner and next review date.

Decision: proceed / revise / investigate / pause | Date: _____

PRIORITY 1 / Action: _____

Owner: _____ Due: _____

Dependency / evidence: _____

Progress / next review: _____

PRIORITY 2 / Action: _____

Owner: _____ Due: _____

Dependency / evidence: _____

Progress / next review: _____

PRIORITY 3 / Action: _____

Owner: _____ Due: _____

Dependency / evidence: _____

Progress / next review: _____

Sources and your next connection

Primary resources checked October 15, 2026 (UTC). Recheck before acting. Blue underlined titles are clickable; [S#] references identify the sources below.

[S1] NJ DCA | Landlord-Tenant Information

Rental responsibilities and official publications; confirm applicability with counsel and the responsible office.

[S2] IRS | Residential Rental Property, Publication 527

Tax guidance for rental property; cash planning is not a taxable-profit calculation.

[S3] NJ DCA | Construction permit resources

Confirm the specific project and required approvals with the local enforcing agency.

[S4] NJ Division on Civil Rights | Housing

Use current qualified guidance for housing decisions and discrimination questions.

General educational planning information, not individualized legal, tax, financial, insurance, clinical, engineering or construction advice. Requirements vary; qualified professionals and relevant authorities should confirm applicable decisions.

Need professional guidance?

Explore current professionals in the SJBA directory. Bring your questions. Roles in this workbook are conceptual; verify representation, qualifications, scope and availability.

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