

Investment Property Decision Worksheet

Start with your goal, verify the property numbers, and compare the purchase with your plan for owning it.

Name: _____ Property: _____

1. Define the decision

Goal: buy / sell / owner-occupy / hold / exchange (circle).

Target price: \$_____ Cash available: \$_____ Hold period: _____

2. Build a monthly ownership estimate

Scheduled rent \$_____ minus vacancy allowance \$_____ = effective rent \$_____.

Operating costs \$_____: taxes, insurance, owner-paid utilities, maintenance, management and other recurring costs.

Effective rent minus operating costs = net operating income \$_____.

Subtract loan payments \$_____ and capital replacement reserve \$_____ = estimated cash flow \$_____. Avoid counting a reserve twice.

3. Compare financing and occupancy

Ask the lender to compare 5%, 10% and 20% down where eligible. Record rate, mortgage insurance, closing costs, cash to close and required reserves.

If living in one unit: exclude that unit from rental income. Monthly housing cost = loan payment + operating costs + reserves - rent from other units.

If later moving out: estimate all-unit rent, updated expenses and cash flow; confirm financing and occupancy requirements with the lender.

4. Verify and stress-test

[] Review leases, rent collection, deposits, utility billing and actual expense records.

[] Check condition, major systems, insurance quotes, taxes and planned repairs.

[] Recalculate with one unit vacant and an unexpected \$5,000 repair.

For sellers: estimated price \$_____ - loan payoff \$_____ - selling costs \$_____ = estimated proceeds \$_____ before taxes.

Your next step

Bring this page to a conversation with Andrew. Together, we can build a property-specific plan around your goals, timing, and next decision.

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Tax resource: IRS Publication 527 - Residential Rental Property. Cash flow and taxable income are different calculations.

Planning resource | September 2026. Confirm legal, tax, financing, and care questions with the appropriate professional.