**Self Storage EXCEL Template Instructions**

1. Complete the Valuation Year, etc. and then copy into the open text box on the right.
2. PGI Actual – Uses the actual property data if available. Columns E, G and H are calculated fields, all others are data entered.
3. Total SF and Annual Rent are calculated fields.
4. PGI Market – Same as #2 and #3 above except the Total SF field is used. Changing the Total SF in $3 will also change this field.
5. Actual PGI and Market PGI – Carried down from above.
6. Actual V&C Loss and Market V&C Loss – Data entered.
7. Misc Income – Data entered.
8. Actual EGI and Market EGI – Calculated.
9. Market Management – Calculated by using K46. Enter as a decimal – example 5% as 0.05.
10. Actual Expenses and Market Expenses are calculated by expense divided by EGI.
11. Total Expense – Sums all expenses.
12. Actual Reserves and Market Reserves are calculated by expense divided by EGI.
13. Total Reserves – Sums all reserves.
14. Total Actual Expense and Reserves and Total Market Expense and Reserves - Sums the Total Expenses and Total Reserves.
15. NOI – Calculated for Actual, Market with expense breakdown and Market with expense as a percentage.
16. Total Rate – Carried down from L32.
17. Indicated Value – Calculated for Actual, Market with expense breakdown and Market with expense as a percentage.
18. Value/SF – Calculated for Actual, Market with expense breakdown and Market with expense as a percentage.