

NFMA Operating Data Guidelines

Long-Term Care/Senior Living Debt

The following template derives from *NFMA Recommended Guidelines on Operating Data*. This constitutes a capsule summary of the operating data and utilization statistics set forth in the *NFMA Recommended Best Practices in Disclosure for Long-Term Care/Senior Living Debt*. To obtain complete guidelines on disclosure information, issuers and obligors are encouraged to consult sector specific *NFMA Recommended Best Practices in Disclosure Guidelines*.

This summary is being provided in to enable issuers, investment bankers, bond attorneys, financial advisors and consultants to more easily assemble operating data and utilization statistics to be included in official statements, annual reports filed pursuant to Rule 15c2-12 or in quarterly disclosure reports. Although considerable care has been taken to identify relevant information, this template is being provided in digital form to enable issuers and their agents to adapt it to their specific informational needs wherever modifications are deemed necessary and appropriate

[Link to NFMA Recommended Best Practices documents](#)

Long Term Care/Senior Living Sector						
Part 1: Occupancy						
Report Date						
Name of Obligor:						
Financial Officer or Investor Contact:						
Phone No:						
Street Address:						
City, State, Zip Code						
Website URL:	http://www:					
	Year to date	Q__:YR	FY__	FY__	FY__	FY__
Number of FTE Employees						
Independent Living Units						
Average # of Units Available						
Average # Units Occupied						
% of Units Occupied						
Budget % Occupied						
% of Units with Double Occupancy						
# of Unoccupied Units Reserved						
Turnover due to: (list number of units)						
Moved Out						
Transfer to AL, SN, etc.						
Death						
Assisted Living Units						
Average # of Units Available						
Average # Units Occupied						
% of Units Occupied						
Budget % Occupied						
Turnover (list number of units)						
Skilled Nursing Units						
Average # of Beds Licensed						
Average # of Beds Staffed						
Average # Units Occupied						
% of Staffed Units Occupied						
Budget % Occupied						
Turnover (list number of units)						
Limited Memory/Dementia Units						
Average # of Units Available						
Average # Units Occupied						
% of Units Occupied						
Turnover (list number of units)						

Long Term Care/Senior Living Sector

Part 2: Pricing

Service Type: _____ (e.g., Type A, Type B or Life Care, Fee-for-Service)

Independent Living Units: ____ Refund Plan (Standard, 50%, 90%, other)

Unit Description (# of bedrooms)	Square Footage	# of Units	Entrance Fee	Monthly fee
Total				
Weighted Average				

Entrance Fee Plan Options **Annual Rate Increase**

	% Choosing			% Increase
Standard Plan			Entrance Fee	
50% Refund			Monthly Fee	
90% Refund			Assisted living	
Other			Nursing	

Assistant Living Units

Unit Description	Square Footage	# of Units	Entrance Fee	Monthly fee
Total				
Weighted Average				

Nursing*

Unit Description	# of Units	Per Diem (\$)	Payor Mix	% Net Revenue
Semi-private			Private	
Private			Medicare	
Total			Medicaid	
	# of Residents	Per Diem (\$)	Other	
Medicare			Total	100%
Medicaid				

*Can/Cannot take direct admissions from the community.

Long Term Care/Senior Living Sector

Part 3: Marketing Targets

(New Construction Only)

of ILUs in the project:

Estimated date of project availability

Actual date of project availability

Independent Living Marketing Targets

Quarter Ending _/_	# of Units Presold / Reserved	# Cancelled	Cumulative Reserved	% of Units Presold	Target # of Units Presold	Target % of Units Presold	Comment
Q1:YR							
Q2:YR							
Q3:YR							
Q4:YR							
Q1:YR							
Q2:YR							
Q3:YR							
Q4:YR							
Q1:YR							
Q2:YR							
Q3:YR							
Q4:YR							

of ALUs in the project:

Estimated date of project availability

Actual date of project availability

Assisted Living Marketing Targets

Quarter Ending _/_	# of Units Presold / Reserved	# Cancelled	Cumulative Reserved	% of Units Presold	Target # of Units Presold	Target % of Units Presold	Comment
Q1:YR							
Q2:YR							
Q3:YR							
Q4:YR							
Q1:YR							
Q2:YR							
Q3:YR							
Q4:YR							
Q1:YR							
Q2:YR							
Q3:YR							
Q4:YR							

Long Term Care/Senior Living Sector					
Part 4: Occupancy Targets					
(New Construction Only)					
			Expected	Actual	Comment
# of ILUs in the project					
Date ILUs opened					
Date ILUs stabilized					
Independent Living Occupancy Targets					
Quarter Ending _/_	Actual # of Units Occupied	Actual % Occupied	Target # Occupied	Target % Occupied	Comment
Q1:YR					
Q2:YR					
Q3:YR					
Q4:YR					
Q1:YR					
Q2:YR					
Q3:YR					
Q4:YR					
Q1:YR					
Q2:YR					
Q3:YR					
Q4:YR					
			Expected	Actual	Comment
# of ALUs in the project					
Date ALUs opened					
Date ALUs stabilized					
Assisted Living Occupancy Targets (if applicable)					
Quarter Ending _/_	Actual # of Units Occupied	Actual % Occupied	Target # Occupied	Target % Occupied	Comment
Q1:YR					
Q2:YR					
Q3:YR					
Q4:YR					
Q1:YR					
Q2:YR					
Q3:YR					
Q4:YR					
Q1:YR					
Q2:YR					
Q3:YR					
Q4:YR					