PART ONE:

UNDERSTANDING YOUR INVESTMENT OBJECTIVES

(Chapter 1 of 'HMO PROPERTY SUCCESS')

This part highlights the key things you need to consider before you embark on your investment journey. It covers goal setting, the personal characteristics and skills of successful investors, looks at why property can be such a good investment vehicle and encourages you to think about whether it's really right for you. Don't be tempted to skip through it, regardless of how prepared you think you already are, as it raises some important issues, and make sure you fully complete the goal setting document and checklist, which will help you focus on what you really want and need from your investment.

Why do you want to invest?

Property as an asset class is generally considered ‘a sensible investment choice’ for two key reasons:

1. It can provide on going income AND
2. It is highly likely to appreciate in value over time.

By making the right decisions, it’s therefore possible for your investment to ‘pay your salary’ while increasing in capital value to create a pension pot for the future.

But it is impossible to make the right investment decisions unless you have sat down and clearly established the financial and lifestyle motivators behind your desire to invest. Property is only ‘a sensible choice’ if it delivers on your objectives, suits your attitude to risk and personality, works for your lifestyle and – importantly – you understand that it is a business. Far too many people have ploughed their capital into bricks and mortar with barely a second thought and ended up with something that simply makes their lives a misery.

If you do not go about it in the right way, investing in HMOs can be incredibly challenging, time consuming and labour intensive. The potential financial rewards make it worthwhile, but only if you are able to set up and manage a system to effectively run your portfolio as a real and profitable business.

Particularly in the current economic climate, and at a time when regulation and availability of financing and refinancing is tight, there’s a great deal of work to be done before you start looking for property.

If you want to be successful as an HMO investor, you need to start by considering *why* you want to invest.

Your goals

What effect do you want property investment to have on your life? People talk about becoming ‘financially free’ through property, but the definition of that is different for everyone, depending on their current situation, expectations and desires.

Make a list of exactly what you need and want your investment to give you – financially and in terms of lifestyle – and make each item time specific. The more detailed you can make your goals, the more likely you will be to achieve them.

If you want income, the key questions you need to ask and answer are: how much and by when? Apply SMART analysis to each item on your list, making sure it is:

√ Specific
√ Measurable
√ Attainable
√ Relevant/Rewarding
√ Time bound

For example, in the case of income, you could write: 'In 2 years' time, I am generating £5,000 monthly income from property, enabling me to send my child to private school.'

You must be realistic (you will not make a million in the first 12 months) but, at the same time, don't be afraid to dream big over the longer term. And write each of your goals as though it has already been achieved – don't allow for the possibility of failure. As you make your list, bear in mind that people always achieve their goals more quickly if they are motivated by emotion, rather than purely by money, so attach some kind of personal element to each one.

This is about you, nobody else, so write down everything that is important to you, no matter how trivial you think it might sound to others, for example:

In 6 months' time… I spend the whole of every Sunday with my family I have a massage once a week
My wife has the 4x4 she wants

You can then work out the income and time freedom you'll need to generate in order to realise those goals.

Once you know where you want/need to be in the next 6 months, year, 3 and 5 years, you can start to break that down into shorter periods of time and set the weekly (or even daily) targets you need to hit in order to stay on track to achieve your goals.

GOAL SETTING WORKSHEET

Financial goals overview

How much do you want/need, when and why? Think about both income and lump sums.

Lifestyle goals overview

What kind of life do you want your wealth to allow you to live? What kind of things do you want you, your family and friends to be able to do?

Goals timescale breakdown

Where are you with your investment portfolio, income, pension planning and lifestyle at these key points in time from now? Write in the present tense, as though you have already achieved your goals. E.g. ‘I am managing my first HMO and negotiating on the purchase of my second. The additional income has allowed us to upgrade my wife’s car to a Honda CRV’.

In 6 months’ time, what have you achieved?

In 12 months' time?

In 3 years' time?

In 5 years' time?

In 10 years' time?

Breaking your goals down further…

Now break your goals down into tasks that you can measure on a daily/weekly/monthly basis – whatever feels helpful and achievable for you.

Here is a suggestion for how you could set up a spreadsheet template for annual goal setting, broken down as far as weekly goals:

Goals - <year>			
This year....	Outline of overall goals for the year. 'By the end of the year I am / have....'		
Focus your thoughts on the positives and your time and energy on the things that are within your control			
January	Overall goals for month	Week 1: Key goals for this week....	
		Week 2:	
		Week 3:	
		Week 4:	
February		Week 1:	
		Week 2:	
		Week 3	
		Week 4	
March		Week 1:	Overall goals for quarter
		Week 2	
		Week 3	
		Week 4	
	<...and so on for the rest of the year.....>		
In a year's time...	Summary of where you (and your family) are, financially and personally.		
In 3 years' time....	Summary of where you (and your family) are, financially and personally.		
In 5 years' time....	Summary of where you (and your family) are, financially and personally.		

If you have never set goals before or are not used to working to precise short term targets, I would recommend you read one or more of the books out there specifically about the subject. **Brian Mayne's 'Goal Mapping: How To Turn Your Dreams Into Realities'** is one of the market leaders that I have used myself.

Visual stimuli are very powerful, so make a 'vision board' that illustrates your goals. The more you look at images of what you're aiming for, the more focused and motivated you will be. It can be one sheet of A4 or a whole wall in your office, just make sure it is somewhere you can't miss it

Why property?

As well as providing income and a pension pot, many professional investors choose property because it suits their lifestyle, work ethic, skills, risk profile, personality, tax situation and inheritance plans. These are all things you need to consider carefully.

People who invest seriously in property do so because they believe it offers the most reliable, tangible, flexible, profitable form of investment open to them. That can be broken down into six key aspects:

1. Leverage

No other asset class offers the opportunity to leverage in the way that property does. Banks and building societies lend against property at the level they do because property is seen as having a fundamental 'bricks & mortar' value. Markets peek and trough but a property will almost always hold a certain level of value, so while maximum Loan to Value rates may fluctuate (in the past 8 years, I've seen them fall from 125% to 60% and go back to 85%), you can still leverage other people's money to make a better return on capital than you might otherwise, i.e. you can make your money go further. For example, if there was a 15% rise across all markets:

£100k invested in stocks = £15k growth
£100k invested in £25k deposits on 4 properties, each worth £100k = £60k growth

2. Refinancing

The ability to refinance a property, as an extension to leverage, means you can end up with an income producing asset that has none of your own capital tied up in it. You can't achieve this as quickly and easily as you once could, but if you manage to buy a property at a good price and that particular sector of the market rises sufficiently, you should be able to remortgage in time and release the money you originally invested. By reinvesting that money in another income producing property, you're expanding your portfolio and maximising the return on your capital.

3. Income

With all other asset classes, you mainly profit from growth on the capital. Although there may be interest payments on other types of investment, I haven't found any that offer the same income potential as property.

4. Control
Unlike most other forms of investment, such as stocks or bonds, you have a high degree of control over the investment returns a property provides. While you can't control either the property market as a whole or mortgage rates, you do have the power to decide:

- The type of property you buy
- What mortgage product you have
- How you let the property
- The type of tenants you accept
- The rent you charge (to a certain extent)
- How much you spend on managing and maintaining the property

Essentially, you have a high degree of control over income and expenditure, and, therefore, profitability.

5. Opportunity
The diversity of opportunity to make money from property is really exciting to me, and is one of the reasons it's used by so many people as a wealth creation tool. Whether you want on going income, short/medium term gain, a pension plan, a home for your children in years to come or a lump sum return in the future, property can work for you. You can buy to let single or multiple occupancy units; renovate a property and then sell or remortgage; self build or develop yourself; strike a deal to sell property or land to a developer; get paid for sourcing property; do everything yourself and make it your career, or work with other people to make it a more passive investment… It really does offer a huge variety of options – even one property can allow you to realise different returns at different times in your life, depending on what you need and when.

6. Systemisation
This is a big part of why property works as an investment vehicle for me. If you can put the right systems and team in place to effectively source, acquire, refurbish, let and manage a portfolio, you can reap considerable financial rewards for relatively little of your own time. That frees you up to either focus on high value aspects of your business, or simply to enjoy some of your lifestyle activities. I said earlier that property is a business, and you need to have the ability to establish and manage a 'head office' in a way that works for you. But as long as you can do that, your systemised business should be able to function as a money earner, whether you're there or not.

I have over 20 people working for me, including a PA, a bookkeeper, a property manager, two lettings negotiators and a maintenance team of more than ten contractors. They take care of my income generating portfolio, while I spend my time looking for new HMO deals and work on other property related opportunities. It's good systemisation that's accelerated the growth of my property business and allowed me to pursue other interests – lifestyle and business - in a way that would otherwise be impossible.

Because everyone's situation is different, it is impossible to break down here the pros and cons of property for every possible circumstance. You need to find financial and legal professionals who can advise you properly, both now and into the future, and create an effective advisory and service team around you.

It's particularly important to speak to a wealth advisor. They can look at all your financial interests and plans for the future and help you decide the best way to invest in property to suit your own, personal situation – and whether property is even the right investment vehicle for you.

Chapter 6 of 'HMO PROPERTY SUCCESS': Your team

Once you've researched your local HMO market thoroughly, you should have a level of expertise that very few other people will have. Most of the professionals you'll deal with as you source, buy, refurbish, let and manage your portfolio won't know as much as you do about the market as a whole – and that puts you in a great position for being able to ask the right questions and pick the best people to work with.

There are some very good reasons why you should surround yourself with advisors, suppliers and associates:

1. You can't be an expert in everything, so the very best thing you can do for your business is tap into the knowledge, skills and resources of the people who ***are*** experts in their own specific area of property investment.

2. By outsourcing as much as possible, you're freeing up your own time. And, as you become better at finding and negotiating great deals and running your business, your time will be worth many times more than the cost of paying someone else to do various jobs.

3. Property can be a lonely business if you do most of the work yourself. You'll find it much more enjoyable with a good team and network around you.

I use the services of more than 20 different people on a regular basis. They are all very good at what they do, which enables me to acquire properties efficiently and for the business to run with minimal daily input from me. I think of these people as my 'team':

- Wealth Manager
- Buy to let specialist property lawyers
- Independent Mortgage Broker
- Accountant
- Bookkeeper
- Estate Agents
- PA
- Property Manager
- Lettings Negotiators
- Project Manager for refurbishments
- Maintenance team and specialist contractors

Since I began investing, there have been some changes to my team, and you may find you don't get the perfect people first time around. But I've worked with all my current advisors, suppliers and employees for a number of years now and am happy that it's a very strong line up.

Your key players

***All professionals giving you financial advice MUST be properly qualified and regulated by the Financial Services Authority (FSA) and anyone giving you legal advice should be suitably qualified and regulated by The Law Society and the Solicitors Regulation Authority (SRA) (or the Council for Licensed Conveyancers (CLC)).*

Wealth Manager

As I've already said, property investment needs to fit properly alongside your other financial interests. Whether you choose to engage a wealth management firm or take advantage of your bank's wealth management service, try to work with someone who either invests in property themselves or already has a number of property investor clients. It'll short cut your discussions and they're likely to have researched the subject very well indeed.

Take your investment objectives and personal financial statement along to your meeting, so that the wealth manager can get a clear picture of your current situation and where you want to get to. They can then help you decide the best way to structure your investments.

Importantly, they can also help you with inheritance planning. Too many people invest in property so they have something to leave to their children, without realising that it can be one of the least tax efficient ways to pass on money. You'll need to amend your Will and may need to set up Trusts – it's a complex area, and demands specialist advice.

As well as being FSA regulated, ideally they will also have the CISI Masters in Wealth Management (MCSI after their name).

Property Tax Specialist / Accountant

Wealth management firms are usually able to give you tax advice and handle your accounts, but you must make sure that you've had a proper discussion with someone who is a property tax expert. As I said earlier in the book, your investment plans will impact your current tax situation, and vice versa, and a specialist will be able to advise you how to set up and run your HMO business in the most tax efficient way.

As well as qualifying under the Association of Chartered Certified Accountants (ACCA),your tax advisorshould also be a member of the Chartered Institute of Taxation (CTA).

Mortgage Broker / IFA

Your mortgage broker can make or break a deal. You're looking for someone who understands exactly what you're aiming for and appreciates that things often need to happen quickly. Make sure they're independent (i.e. can access all mortgage products in the market) and have worked in buy to let for a number of years, as they're likely to have established relationships with buy to let and HMO specialist lenders.

I'd never attempt to find a mortgage myself by going direct to different lenders, for three key reasons:

1. It can be incredibly time consuming and I'm not a mortgage expert.
2. Good brokers usually have access to mortgage products that aren't publicised. You only know they're there if you ask about them, and if you don't know they're there…
3. As an individual, trying to contact lenders to progress an application can be an incredibly frustrating experience and you're unlikely to have any luck moving it along quickly. An effective broker will be able to access the right people and push your application through.

Never underestimate the value a good broker can add to your business. Being well financed will mean you'll not only be able to act quickly on deals, but also get better deals and be more profitable.

Any person acting as a broker or making recommendations for your mortgage finance must have one or more of these qualifications/ Certificate in Mortgage Advice (Cert MA) Certificate in Mortgage Advice andPractice (CeMAP) from the ifa School of Finance / Mortgage Advice and Practice Certificate(MAPC) from theCIB in Scotland.

Specialist property lawyer

Ideally, they should be buy to let specialists and have experience of dealing with HMO investors. As with your broker, your legal representative can make the difference between a smooth and speedy transaction and a complete nightmare You can instruct either a solicitor or a licensed conveyancer – both are qualified to handle property transactions – but one of the benefits of engaging a solicitor is that you can choose a firm that also has solicitors specialising in other areas of law. That means your legal representative can tap into the knowledge of colleagues for advice on things like tax planning, Wills, litigation, etc. and you may be able to keep all your legal affairs under one roof.

Some firms have specific case progression departments; some solicitors/conveyancers will progress things themselves. Both have pros and cons - the important things for you to establish are:

1. Are they happy to work to a timescale established at the start (unforeseen circumstances aside)?
2. Will they update you regularly?
3. Will you be able to easily speak to the person directly dealing with your transaction?

You also need to make sure that whoever you choose is happy to liaise and work closely with your broker/IFA and wealth manager to keep your business on track with your objectives.

I realise I'm painting a picture of perfection here, but these legal representatives do exist. Take personal recommendations from other investors and meet in person with all those on your 'shortlist'. Homebuyers usually engage solicitors over the phone or online, but when it's someone who's going to be so crucial to the success of your business over a number of years, you need to make sure there's a good personal relationship and understanding from the start.

The other person who can really help you stay on the right side of the law is a local planning expert. Planning regulations have a tendency to change rather quietly, so if you can build a relationship with a Chartered Town Planner then they can guide you and help you minimize the risk of falling foul of regulations.

Estate Agents

You might be lucky enough to have local estate agents who already understand about investing in HMOs, but it's more likely that you'll have to 'train' them. Avoid agents who want to take your contact details before they've even asked what you're looking for and focus on the ones who actually want to have a conversation with you. You also want someone who knows the area and market well, so try to deal with senior negotiators or the branch manager, as they're more likely to be able to have a productive discussion.

Independent agents are usually owned and/or managed by people who have lived and worked in the area for quite some time. They're often on local boards and well connected, so can be a very useful source of information about planning, upcoming developments, people who might be interested in joint ventures, etc.

Talk to the agents about your plans, show them you have your finances and legal representation in place, then view a few properties and explain exactly what's right and wrong so that they build up a picture of your ideal HMO. Contact and feedback are key; always do what you say you'll do, view properties they recommend right away and keep them posted on what stage you're at in any transactions so they don't need to 'chase' you.

You want to get to a position where you have three or four agents that understand exactly what you're looking for, know you'll act quickly and make sensible offers, so will call you as soon as they see a property that might be suitable. The quicker a sale can be agreed and completed, the sooner the agents get their money – you're an agent's dream – so don't give them any reason not to want to have you at the top of their buyer list.

Agents MUST be members of The Property Ombudsman. Ideally, deal with agents who are Fellows of the National Association of Estate Agents (FNAEA) and/or the Royal Institution of Chartered Surveyors (FRICS)

Reliable contractors

Reliable contractors are worth their weight in gold, and then some. You need a team for your refurbishment projects and then a team that can handle on going maintenance. While you'll probably be able to use many of the same people, some contractors prefer to only handle larger projects and some only smaller ones, which is often the case with electricians and plumbers. The most important thing is that you hire the right people for each job.

Refurbishment core team:

Builder (ideally who can also project manage – otherwise you may need someone else to manage it), preferably a member of the Federation of Master Builders
Plasterer
Painter/decorator
Glazer, FENSA regulated
Locksmith, ideally from the Master Locksmiths Association
Carpet fitter
Plumber, Gas Safe registered
Electrician, 'Part P' registered (check on the Competent Persons Register: competentperson.co.uk)
Cleaner

You may be tempted to project manage the refurbishment yourself, but I'd highly recommend you employ someone else to do it. The refurbishment contractors need to be able to work together; if they all have their own agendas, you can find projects stall or take longer than necessary because they're all blaming each other for not being able to get on to the next stage. A project manager (often a builder) will have a regular team that he knows will work efficiently together and you pay him to make sure everything stays on track. It also means you only have one person to liaise with.

Maintenance core team:
General handyman
Plumber, Gas Safe registered
Electrician, 'Part P' registered (for general maintenance and safety checks)
Portable Appliance Tester
Gardener (the handyman may do this for you)
Emergency locksmith, ideally from the Master Locksmiths Association
Cleaner

You'll need to call on most of these people at short notice, so do everything you can to make sure they respond to you quickly. A very good way of ensuring they do is to make sure you pay them quickly when they invoice. Most – if not all – of these people will be self employed and/or running small businesses and really can't afford to wait several weeks for payment, so will greatly appreciate you settling their bills right away.

"Where do I find good contractors?"

What people are usually asking with that question, is whether I can give them a list of reliable people to use As with so much of this business, you get the best results if you do your own homework, which means networking locally with other landlords and asking friends to recommend contractors they've used. You can also look on websites such as RatedPeople.com and mybuilder.com, where tradespeople have been rated on their work.

Two important things to check are: 1) that any contractor you use has their own insurance and, 2) whether they have some formal accreditation or membership of a relevant industry body, so a good place to start is trustmark.org.uk, which has a database of tradespeople that operate to government endorsed standards. If someone you're considering isn't listed on there, that doesn't mean you shouldn't use them, but do check their credentials thoroughly to make sure they're properly qualified for the job you need them to do, and insured against any damage they might cause.

Gas Safe Register

gassaferegister.co.uk

Federation of Master Builders

fmb.org.uk

Master Locksmiths Association

locksmiths.co.uk

FENSA

fensa.co.uk

Trustmark

trustmark.org.uk

The cost of your team

Cost is something that always comes up when I speak to investors who are just starting out and it's a significant concern for those who only have the funds to finance one property initially. They're worried that they're going to end up spending too high a proportion of their money on good advice, particularly with financial and legal professionals, and that's entirely understandable, but legal and financial advice isn't something you should scrimp on.

It's hard to say how much is 'reasonable' for someone to charge you for advice; what I'd say is that you should most definitely feel you're getting value for money. In your initial preparation and research, you should have worked out how much your own time is worth, looked at the risks and associated potential costs of getting things wrong, and therefore be able to work out whether the costs you're being quoted for mitigating those risks and greatly reducing the chance of succumbing to the potential pitfalls of investing are fair.

And when you speak to contractors about what you need them to do, be honest and clear about your future plans. You want to try from the start to use people who will be willing and able to work for you as your portfolio grows.

Building good relationships with all the people on your team is vital to your success. You're going to be dealing with them on a fairly regular basis (some more often than others) so it's important that they're not only very good at what they do and understand your business, but that you actually get on with them.

When you like the people you do business with, and they like you, things get done more efficiently and everyone wins.

"Pretend that every single person you meet has a sign around his or her neck that says 'Make me feel important'. Not only will you succeed in sales, you will succeed in life."

Mary Kay Ash, Entrepreneur

As well as my professional team, I also get a lot of good ideas and advice from other investors and business people that I choose to spend time with. When I started out, I went to every 'property meet' and seminar I could find, but I honestly didn't find them very helpful, mainly because they weren't focused enough on what I wanted to do and there were too many people simply trying to sell to me. That's not to say you might not get something from going along to one or two, but I suggest you be selective.

Visit one or two of the larger national property investment and landlord shows/ exhibitions and listen to as many relevant seminars as you can. If what they say makes sense to you, talk to the speakers afterwards and ask them their opinion on which meets and events are worth attending. And talk to other visitors – you'll find that most people can't wait to discuss their portfolio Make sure you've already done a lot of your objective planning and market research before you go, so you'll really be able to focus on the people you think it might be worth meeting with again.

Is property right for *you*?

Regardless of their personal situation, the one thing all HMO investors need is some significant capital behind them. You should budget at least £50,000 for each property you intend to buy and understand that, unlike pre credit crunch, you're highly unlikely to be able to refinance and release that capital for re investment in the near future.

As well as speaking to wealth and tax specialists to help decide whether property is an appropriate investment vehicle from a financial perspective, there are a number of things you need to consider on a more personal level. Investing in high income generating properties, i.e. HMOs, may suit your financial plans, but…

…are you equipped with the skills to either run an HMO portfolio yourself or effectively manage the outsourcing? Are you:

- Computer & internet savvy?
- A good administrator?
- Organised?
- Motivated?
- Good at time management?
- Able to employ and manage a team of staff?
- Surrounded by a good personal support network?

  …is your attitude to risk in line with the fact that property is considered a medium to high risk investment? Can you accept having millions of pounds of mortgage debt?

  …do you have the people skills to build relationships with other property professionals?

  …do you have the appropriate general business skills to succeed?

  …do you understand financing and how to put together a business plan?

  …will the demands on your time – which are considerable in the first two or three years of building a portfolio – suit your lifestyle?

  …can you project manage? You can outsource renovation and refurbishment management to a certain extent, but you still need to understand all the elements and be able to manage the overall project.

If this is the first time you've run your own business, you must understand and be prepared for the highs and lows you'll experience in the first few years. Read as many books as you can about start up businesses and entrepreneurs - Seth Godin's 'The Dip' is a good one to start with and you'll see that most of them share the same pattern of successes and challenges, and most have failed at some point. To give yourself the best chance of success, I'd recommend that you keep finding out about people who've already succeeded and learn from their mistakes.

I read at least one book a week to help keep my mind and business on track and they are by no means all elated to property. Some of the books that are broadly considered 'personal and professional development' tools are exceptionally good; some are, quite frankly, pretty bad, but there's always something that you can learn from even the poorer ones. You can find a list of the ones that I've found particularly helpful (quite a few of which I've read several times) at the end of this book and on hmopropertysuccess.co.uk.

But I'd say that the best measure of whether you're suited to property investment is the feedback you get from other investors. Spend some time with other people who are already doing what you want to do, talk to them about their property business, see for yourself what's involved in making a success of it and ask yourself whether you can see elements of yourself in them. People have different approaches and not every investor has the same temperament, personal manner, background or goals, but all of them will probably be:

- Self confident
- Committed
- Hard working
- Self motivated
- Self improvers
- People who enjoy business
- Good listeners
- Good negotiators
- Well supported by friends and family

You'll probably have to pay for their time – and almost certainly will in order to access the best – but it will be money well spent, I promise you.

CHECKLIST

Is property investment right for you?

Goals

- ☐ Listed financial and lifestyle goals
- ☐ Checked goals have SMART attributes
- ☐ Made some kind of visual illustration to keep you focused and motivated

Investment options

- ☐ Put together a personal ‘financial statement’ (see next page)
- ☐ Spoken to a Wealth Manager / Financial Advisor
- ☐ Considered which type of property investment will suit your goals
- ☐ Identified capital you can access to fund acquisition and refurbishment

Property as a business

- ☐ Understood the potential risks and rewards
- ☐ Considered skills required to run a business
- ☐ Compiled and committed to a reading list
- ☐ Spent a day with more than one successful investor

Once you’ve clarified exactly why you want to invest and established that property is the right investment choice to help to realise your goals, you need to look at HMO property investment in more detail.

PERSONAL FINANCIAL SNAPSHOT

(Available to download at nickfox.co.uk)

I find the best way to document this information is on a spreadsheet (see the next document), as adding formulae makes it easy to keep up to date. However, it may be helpful to jot down initial calculations and thoughts here, together with any questions you may want to ask your financial advisor.

This snapshot is intended to show your monthly income, expenditure and positive (or negative) cash flow and allow you to calculate your personal net worth.

Income

Salary (weekly/monthly/annual):

Guaranteed bonus:

From stocks/shares/dividends:

Other income:

Expenditure

Credit/Store cards:

Loans:

Mortgage repayments:

Home expenses

Utilities:

Phone(s):

Broadband:

Insurance:

Personal expenses

Food/drink:

Car(s):

Clothing:

Entertainment:

Gym membership:

Other memberships:

Other monthly expenses/allowances:

Assets

Properties owned & value:

Investments:

Cars owned outright:

Savings:

Cash in bank:

Other assets:

Liabilities

Outstanding mortgages:

Credit card balances:

Personal loans:

Other loans (car, furniture, etc.):

Monthly cash flow = income less expenditure

£

Personal net worth = assets less liabilities

£

(Spreadsheet template suggestion – available to download at nickfox.co.uk)

PERSONAL FINANCIAL SNAPSHOT

(Monthly figures)

INCOME

Salary/wage	
Guaranteed bonus	
Stocks/shares	
Dividends	
Property	
Other…	
Total income	**£0**

EXPENDITURE

Credit cards	
Store cards	
Loans	
Mortgage repayment	
Gas	
Electric	
Water	
Council Tax	
Home insurance	
Phone line	
TV package	
Broadband	
Car insurance	
Car Tax	
Car servicing	
Groceries	
Clothing	
Entertainment	
Gym membership	
Other	
Total expenditure	**£0**
MONTHLY CASH FLOW	£0

ASSETS

Value of properties owned	
Investments	
Cars owned outright	
Savings	
Cash in bank	
Other assets	
Total assets	**£0**

LIABILITIES

Outstanding mortgages	
Credit card balances	
Store card balances	
Personal loans	
Other loans	
Total liabilities	**£0**
PERSONAL NET WORTH	£0

Notes for financial advisor…