

**2024 INCOME AND EXPENSE ANALYSIS: HOTEL AND MOTEL**

For calendar or fiscal year 2023 (12 months)

Property Name: \_\_\_\_\_ Real Estate #:            
 Address: \_\_\_\_\_

**CONFIDENTIAL**  
 Per F.S. 195.027  
 Joyce Morgan  
 Duval County Property Appraiser  
 231 East Forsyth Street, Room 270  
 Jacksonville, Florida 32202

**INCOME:** \$                      \$                      \$

|  |       |       |  |
|--|-------|-------|--|
| (1) ROOMS.....                         | _____ |       |  |
| (2) FOOD.....                          | _____ |       |  |
| (3) BEVERAGE.....                      | _____ |       |  |
| (4) BANQUET AND CONVENTION.....        | _____ |       |  |
| (5) TELEPHONE.....                     | _____ |       |  |
| (6) OTHER INCOME.....                  | _____ |       |  |
| (7) SUBTOTAL.....                      | _____ | _____ |  |
| (8) COMMISSIONS AND CONCESSIONS.....   | _____ |       |  |
| (9) STORE RENTAL.....                  | _____ |       |  |
| (10) SUBTOTAL.....                     | _____ | _____ |  |
| (11) TOTAL INCOME FROM OPERATIONS..... | _____ | _____ |  |

**COST OF GOODS SOLD & DEPARTMENTAL EXPENSES:** \$                      \$                      \$

|                                    |       |       |  |
|------------------------------------|-------|-------|--|
| (12) ROOMS.....                    | _____ |       |  |
| (13) FOOD.....                     | _____ |       |  |
| (14) BEVERAGE.....                 | _____ |       |  |
| (15) BANQUET AND CONVENTION.....   | _____ |       |  |
| (16) TELEPHONE.....                | _____ |       |  |
| (17) OTHER DIRECT EXPENSE.....     | _____ |       |  |
| (18) TOTAL COSTS AND EXPENSES..... | _____ | _____ |  |
| (19) GROSS OPERATING INCOME.....   | _____ | _____ |  |

**OPERATING EXPENSES:** \$                      \$                      \$

|   |       |       |  |
|---|-------|-------|--|
| (20) FRANCHISE FEE.....                                     | _____ |       |  |
| (21) ADMINISTRATIVE COSTS.....                              | _____ |       |  |
| ADMINISTRATIVE & GENERAL.....                               | _____ |       |  |
| MANAGEMENT FEE.....   | _____ |       |  |
| ADVERTISING & SALES PROMOTION.....                          | _____ |       |  |
| PAYROLL & PAYROLL TAXES.....                                | _____ |       |  |
| OTHER ADMINISTRATIVE.....                                   | _____ |       |  |
| (22) UTILITIES.....   | _____ |       |  |
| ELECTRICITY.....  | _____ |       |  |
| WATER & SEWER.....  | _____ |       |  |
| OTHER UTILITIES.....  | _____ |       |  |
| (23) MAINTENANCE & REPAIR.....                              | _____ |       |  |
| MAINTENANCE & REPAIR PAYROLL.....                           | _____ |       |  |
| ELECTRIC, PLUMBING, HVAC REPAIRS.....                       | _____ |       |  |
| EXTERIOR REPAIRS.....                                       | _____ |       |  |
| PARKING LOT REPAIRS.....                                    | _____ |       |  |
| ROOF REPAIR.....  | _____ |       |  |
| CONTRACT REPAIRS.....                                       | _____ |       |  |
| MISCELLANEOUS MAINTENANCE & REPAIRS.....                    | _____ |       |  |
| JANITORIAL.....   | _____ |       |  |
| (24) SERVICES.....  | _____ |       |  |
| TRASH REMOVAL.....  | _____ |       |  |
| LANDSCAPE.....  | _____ |       |  |
| SECURITY.....   | _____ |       |  |
| MISCELLANEOUS.....  | _____ |       |  |
| STORE RENTAL.....   | _____ |       |  |
| (25) INSURANCE (ONE (1) YEAR ONLY).....                     | _____ |       |  |
| (26) RESERVES FOR REPLACEMENT.....                          | _____ |       |  |
| (27) TOTAL OPERATING EXPENSES.....                          | _____ | _____ |  |
| (28) TOTAL COSTS AND EXPENSES (TOTAL LINE (18) & (27))..... | _____ | _____ |  |
| (29) GROSS OPERATING PROFIT.....                            | _____ | _____ |  |

**PLEASE FILL OUT FRONT & BACK OF FORM**  
 NOTE: IF YOU WOULD LIKE TO PROVIDE THIS OFFICE WITH A PROFIT AND LOSS STATEMENT (YEAR END 2023) AND RENT ROLL AS OF JANUARY 1, 2024 IN LIEU OF FILLING THIS FORM OUT, PLEASE DO SO.

**OTHER EXPENSES:** \$

(30) INTEREST EXPENSE CHARGED THIS PERIOD.....  
(31) DEPRECIATION EXPENSE CHARGED THIS PERIOD.....  
(32) PROPERTY TAX EXPENSE CHARGED THIS PERIOD.....  
(33) GROUND RENT.....

**ADDITIONAL INFORMATION:**

NUMBER OF AVAILABLE ROOMS.....  
PERCENT (%) OF OCCUPANCY DURING 2023.....  
AVERAGE ROOM RATE DURING 2023.....  
AGE.....

**RESTAURANT - # OF SEATS      LOUNGE - # OF SEATS      BANQ. FACILITIES - SQ. FT.      CONV. ROOMS - SQ. FT.**

\_\_\_\_\_  
\_\_\_\_\_

**LEASED OPERATIONS:** NUMBER OF SQ. FT.      MONTHLY RENT

RESTAURANT RETAIL SPACE.....  
OTHER (DESCRIBE \_\_\_\_\_)  
TERMS OF LEASE \_\_\_\_\_

**OTHER PROPERTY INFORMATION:** DATE      PRICE

IF YOU PURCHASED THIS PROPERTY SINCE 2021 GIVE:      DATE \_\_\_\_\_  
IF YOU HAD THIS PROPERTY CONSTRUCTED SINCE 2021 GIVE:      DATE \_\_\_\_\_ (Price)  
COST TO CONSTRUCT \$ \_\_\_\_\_ (include both direct and indirect costs)

**MORTGAGE INFORMATION:** 1<sup>ST</sup> MTG.      2<sup>ND</sup> MTG.      3<sup>RD</sup> MTG.

DATE..... / /      / /      / /  
ORIGINAL AMOUNT..... \$      \$      \$  
INTEREST RATE..... %      %      %  
TERM IN YEARS & MONTHS..... &      &      &  
PAYMENT (\$ per month, semi annual, or annual)..... \$ /      \$ /      \$ /  
BALLOON PAYMENT (\$ / date due)..... \$ /      \$ /      \$ /

**IF THIS PROPERTY IS FOR SALE GIVE:**

ASKING PRICE..... \$ \_\_\_\_\_  
LISTING BROKER.....  
HOW LONG ON MARKET.....

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PREPARER INFORMATION:**

PERSON PREPARING RETURN \_\_\_\_\_  
OWNER: \_\_\_\_\_ AGENT: \_\_\_\_\_  
DATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

## HOTEL AND MOTEL INCOME AND EXPENSE ANALYSIS

### DEFINITIONS AND INSTRUCTIONS

#### INCOME

- LINE (1): REPORT THE SUM OF ALL INCOME THAT WAS RECEIVED FROM THE RENTAL OF ROOMS.
- LINE (2): REPORT INCOME RECEIVED FROM FOOD CONCESSIONS.
- LINE (3): REPORT INCOME FROM BEVERAGE SERVICE.
- LINE (4): REPORT INCOME FROM BANQUET AND CONVENTION SERVICE.
- LINE (5): REPORT INCOME FROM TELEPHONE.
- LINE (6): REPORT ANY OTHER INCOME RECEIVED.
- LINE (7): TOTAL OF LINES (1) THROUGH (6).
- LINE (8): REPORT INCOME FROM COMMISSIONS, I.E. VENDING SERVICES, AUTO RENTAL, ETC. AND CONCESSIONS, I.E. BARBER SHOPS, CHECKROOMS AND VALET SERVICES.
- LINE (9): REPORT INCOME FROM STORE RENTAL AND OFFICE RENTAL IF APPLICABLE.
- LINE (10): TOTAL OF LINES (8) AND (9).
- LINE (11): TOTAL OF LINES (7) AND (10).

#### EXPENSES

**NOTE: DO NOT INCLUDE UNDER ANY EXPENSE CATEGORY, (QUESTIONS 12-18), SUCH ITEMS AS GROUND RENT, MORTGAGE INTEREST, AMORTIZATION, DEPRECIATION, INCOME TAXES, OR CAPITAL EXPENDITURES, AS THESE ARE NOT REFLECTIVE OF OPERATING EXPENSES.**

- LINE (12): DIRECT COSTS ASSOCIATED WITH INCOME FROM ROOMS.
- LINE (13): DIRECT COSTS ASSOCIATED WITH THE SALE OF FOOD.
- LINE (14): DIRECT COSTS ASSOCIATED WITH THE SALE OF BEVERAGES.
- LINE (15): DIRECT COSTS ASSOCIATED WITH INCOME FROM BANQUET AND CONVENTION FACILITIES.
- LINE (16): DIRECT COSTS ASSOCIATED WITH INCOME FROM TELEPHONE SALES.
- LINE (17): OTHER EXPENSES ASSOCIATED WITH LINE (6) ABOVE.
- LINE (18): TOTAL LINES (12) THROUGH (17).
- LINE (19): LINE (11) LESS LINE (18).
- LINE (20): FRANCHISE FEE IF APPLICABLE.
- LINE (21): INCLUDE ALL ADMINISTRATIVE CHARGES AND COSTS NOT INCLUDED IN OTHER CATEGORIES. IF SALES TAX 7.5% OF GROSS RENT OR BED TAX HAS BEEN INCLUDED IN INCOME, SHOW AMOUNT REMITTED HERE.
- LINE (22): INCLUDE ALL UTILITIES COSTS FOR THIS BUILDING.
- LINE (23): INCLUDE ALL MAINTENANCE AND REPAIR CHARGES ASSOCIATED WITH THIS BUILDING.
- \*\* DO NOT INCLUDE ANY CAPITAL EXPENDITURES: (I.E., MONEY SPENT FOR BUILDING ADDITIONS, SITE IMPROVEMENTS, MACHINERY OR EQUIPMENT; AS DISTINGUISHED FROM EXPENSES THAT ARE NORMALLY INCURRED IN THE DAY TO DAY OPERATIONS OF THE PROPERTY)**
- LINE (24): INCLUDE COSTS ASSOCIATED WITH THE PROPERTY ONLY.
- LINE (25): INCLUDE ONE YEAR INSURANCE CHARGES FOR FIRE, LIABILITY, THEFT AND ALL OTHER INSURANCE PREMIUMS EXCEPT WORKMAN'S COMP. AND BENEFIT PLANS.
- LINE (26): IF YOUR ACCOUNTING SYSTEM ALLOWS FOR ENTRIES INTO THIS TYPE OF ACCOUNT, INCLUDE THE TOTAL AMOUNT HELD AS RESERVE ON THIS LINE.
- LINE (27): TOTAL OF LINES (20) THROUGH (26).
- LINE (28): TOTAL OF LINES (18) & (27).
- LINE (29): TOTAL (11) LESS LINE (28).

#### OTHER INFORMATION

- LINE (30): IF YOU WOULD LIKE TO PROVIDE THIS OFFICE WITH THE TOTAL AMOUNT OF INTEREST PAID ON REAL ESTATE DEBT, DO SO ON THIS LINE.
- LINE (31): IF YOU WOULD LIKE TO PROVIDE THIS OFFICE WITH THE TOTAL AMOUNT OF REAL ESTATE DEPRECIATION CHARGED FOR THIS REPORTING PERIOD, DO SO ON THIS LINE.
- LINE (32): IF YOU WOULD LIKE TO PROVIDE THIS OFFICE THE AMOUNT OF ALL DUVAL COUNTY REAL ESTATE TAXES CHARGED THIS PERIOD, DO SO ON THIS LINE.
- LINE (33): IF YOU HAVE GROUND LEASE, PLEASE ENTER AMOUNT HERE.