

**2024 INCOME AND EXPENSE ANALYSIS: OFFICE BUILDINGS**

For calendar or fiscal year 2023 (12 months)

Real Estate #:

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Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

GROSS POSSIBLE RENTS @ 100% OCCUPANCY		
(1) OFFICES.....	_____	_____
(2) RETAIL.....	_____	_____
(3) WAREHOUSE.....	_____	_____
(4) OTHER RENTABLE AREAS.....	_____	_____
(5) GROSS POSSIBLE RENTAL INCOME.....	_____	_____
(6) VACANCIES AND RENT LOSS.....	_____	_____
(7) EFFECTIVE RENTAL INCOME.....	_____	_____

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

(8) MISCELLANEOUS INCOME AND PASS THROUGH.....	_____	_____
(9a) PARKING FROM TENANTS.....	_____	_____
(9b) PARKING FROM OUTSIDE.....	_____	_____
(10) RETAIL PERCENT (%) INCOME.....	_____	_____
(11) TOTAL OTHER INCOME.....	_____	_____
(12) TOTAL INCOME FROM PROPERTY OPERATIONS.....	_____	_____

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

(13) UTILITIES.....	_____	_____
ELECTRICITY.....	_____	_____
WATER & SEWER.....	_____	_____
GAS OR FUEL OIL.....	_____	_____
OTHER.....	_____	_____
(14) JANITORIAL.....	_____	_____
PAYROLL AND CONTRACTS.....	_____	_____
CLEANING SUPPLIES.....	_____	_____
MISCELLANEOUS.....	_____	_____
(15) MAINTENANCE & REPAIR.....	_____	_____
MAINTENANCE & REPAIR PAYROLL.....	_____	_____
ELECTRIC, PLUMBING, HVAC REPAIRS.....	_____	_____
REPAIR CONTRACTS.....	_____	_____
EXTERIOR REPAIRS.....	_____	_____
ROOF REPAIRS.....	_____	_____
ELEVATOR REPAIRS.....	_____	_____
PARKING LOT REPAIRS.....	_____	_____
DECORATING - TENANT.....	_____	_____
DECORATING - PUBLIC.....	_____	_____
MISCELLANEOUS.....	_____	_____
(16) ADMINISTRATIVE.....	_____	_____
PAYROLL.....	_____	_____
ADVERTISING.....	_____	_____
ACCOUNTING AND LEGAL.....	_____	_____
LEASE COMMISSIONS.....	_____	_____
MANAGEMENT FEE.....	_____	_____
RENTAL TAX (SEE INSTRUCTIONS).....	_____	_____
OTHER COSTS.....	_____	_____
EMPLOYEE BENEFITS & PAYROLL TAXES.....	_____	_____
(17) INSURANCE.....	_____	_____
PROPERTY INSURANCE (ONE (1) YEAR ONLY).....	_____	_____
(18) SERVICES.....	_____	_____
LANDSCAPE.....	_____	_____
TRASH REMOVAL.....	_____	_____
SECURITY.....	_____	_____
WINDOW WASHING.....	_____	_____
MISCELLANEOUS.....	_____	_____
(19) RESERVES FOR REPLACEMENT.....	_____	_____
(20) TOTAL OPERATING COSTS.....	_____	_____

PLEASE FILL OUT FRONT & BACK OF FORM

**OTHER EXPENSES:** \_\_\_\_\_ \$

(21) INTEREST EXPENSE CHARGED THIS PERIOD..... \_\_\_\_\_  
 (22) DEPRECIATION EXPENSE CHARGED THIS PERIOD..... \_\_\_\_\_  
 (23) PROPERTY TAX EXPENSE CHARGED THIS PERIOD..... \_\_\_\_\_  
 (24) GROUND RENT..... \_\_\_\_\_

**ADDITIONAL INFORMATION:**

NUMBER OF STORIES \_\_\_\_\_ NUMBER OF ELEVATORS \_\_\_\_\_ YEAR BUILT \_\_\_\_\_  
 SERVICES INCLUDED IN RENTAL RATE: ELECTRIC \_\_\_\_\_ GAS \_\_\_\_\_ JANITORIAL \_\_\_\_\_ WATER \_\_\_\_\_  
 IS PARKING PROVIDED? YES  NO  NUMBER OF SPACES? \_\_\_\_\_  
 IS PARKING AVAILABLE ON A RENTAL BASIS? YES  NO  NUMBER OF SPACES? \_\_\_\_\_ RATE \$ \_\_\_\_\_  
 TYPE OF LEASE: TRIPLE NET: \_\_\_\_\_ GROSS: \_\_\_\_\_

**NET RENTABLE AREAS:** Include storage and office areas **NO. OF SQ. FT.** **ASKING RENT PER SQ. FT.**

TOTAL RENTABLE AREA OCCUPIED AS OF 1-1-2024..... \_\_\_\_\_  
 OFFICE SPACE - TENANTS..... \_\_\_\_\_  
 OFFICE SPACE - OWNER OCCUPIED..... \_\_\_\_\_  
 RETAIL SPACE..... \_\_\_\_\_  
 WAREHOUSE SPACE..... \_\_\_\_\_  
 OTHER (DESCRIBE \_\_\_\_\_)..... \_\_\_\_\_  
**TOTALS**..... \_\_\_\_\_  
 WERE ANY RENT CONCESSIONS OFFERED DURING 2023? YES  NO  IF YES, DESCRIBE \_\_\_\_\_

**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:** **1ST MTG.** **2ND MTG.** **3RD 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..... \_\_\_\_\_

PLEASE FILL OUT PORTION BELOW OR ATTACH RENT ROLL

**RENT ROLL** **RENT ROLL**

SIZE IN SQ.FT.	RENT PER SQ. FT.	LEASE BEGIN	LEASE ENDING	SIZE IN SQ.FT.	RENT PER SQ. FT.	LEASE BEGIN	LEASE ENDING

(IF ADDITIONAL SPACE IS REQUIRED - PHOTOCOPY THIS FORM)

**PREPARER INFORMATION:**

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

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.

# OFFICE BUILDING INCOME AND EXPENSE ANALYSIS

## DEFINITIONS AND INSTRUCTIONS

**IF OWNER OCCUPIED: WRITE "OWNER OCCUPIED" ON THE FORM AND RETURN TO DUVAL COUNTY PROPERTY APPRAISER'S OFFICE  
C/O COMMERCIAL APPRAISAL DIVISION**

### INCOME

- LINES (1), (2), (3), AND (4): REPORT THE SUM OF ALL RENTS THAT COULD HAVE BEEN COLLECTED IF 100% OF THESE AREAS HAD BEEN OCCUPIED. BE SURE TO USE THE RENTAL RATES THAT WERE IF EFFECT ON THE OCCUPIED AREAS FOR THE YEAR IN WHICH INCOME IS BEING REQUESTED. FOR AREAS THAT WERE VACANT, OWNER OCCUPIED, OR BEING USED AS LEASING OFFICES, ESTIMATE AND INCLUDE THE MARKET RENTAL VALUE OF THESE AREAS FOR THE PERIOD IN QUESTION. DO NOT INCLUDE ANY PERCENTAGE RENT FROM RETAIL AREA ON LINE 2. PLEASE ENTER TOTAL NET RENTABLE AREA, OR TOTAL GROSS BUILDING AREA, AND INCLUDE TOTAL SQUARE FEET OF UNFURNISHED RENTABLE AREA, IF ANY, ON THE BACK OF THE FORM.
- LINE (5): TOTAL OF LINES (1), (2), (3), AND (4).
- LINE (6): TEMPORARILY SKIP THIS LINE. FILL IN LINE (7), THEN COME BACK TO THIS LINE.
- LINE (7): SHOW AMOUNT ACTUALLY COLLECTED FROM ALL SOURCES INDICATED ON LINES (1) THROUGH (4), THEN SUBTRACT LINE (7) FROM LINE (5) AND ENTER THE DIFFERENCE ON LINE (6).
- LINE (8): SERVICES SOLD TO TENANTS, OPERATING COSTS PASS-THROUGHS, UTILITIES BILL BACKS, COMMISSIONS FROM PHONES, VENDING MACHINES, SIGNS ON BUILDINGS, A/C CHARGES, ETC.
- LINE (9): REPORT ANY SEPARATE CHARGES FOR PARKING THAT YOU RECEIVE. IF POSSIBLE, BREAK DOWN BY THE INDICATED CATEGORIES.
- LINE (10): PERCENTAGE RENT FROM RETAIL STORES.
- LINE (11): TOTAL OF LINES (8) THROUGH (10).
- LINE (12): TOTAL OF LINE (7) AND LINE (11).

### EXPENSES

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

- LINE (13): INCLUDE ALL UTILITIES COSTS FOR THIS BUILDING EVEN IF SOME OF THESE COSTS ARE BILLED BACK TO YOUR TENANTS.
- LINE (14): INCLUDE ALL JANITORIAL CHARGES AND PAYMENTS.
- LINE (15): 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)**

*REPORT THE CONTRACT COSTS OF INTERIOR PAINTING AND/OR DECORATING OF TENANT AND PUBLIC AREAS ON THE INDICATE LINES.*

- LINE (16): INCLUDE ALL ADMINISTRATIVE CHARGES AND COSTS NOT INCLUDED IN OTHER CATEGORIES. IF SALES TAX 7.5% OF GROSS RENT HAS BEEN INCLUDED IN INCOME, SHOW AMOUNT REMITTED HERE.
- LINE (17): INCLUDE ONE YEAR INSURANCE CHARGES FOR FIRE, LIABILITY, THEFT AND ALL OTHER INSURANCE PREMIUMS EXCEPT WORKMAN'S COMP. AND BENEFIT PLANS.
- LINE (18): INCLUDE COSTS ASSOICATED WITH THIS BUILDING ONLY.
- LINE (19): IF YOUR ACCOUNTING SYSTEM ALLOWS FOR ENTRIES INTO THIS TYPE ACCOUNT, INCLUDE THE TOTAL AMOUNT HELD AS RESERVE ON THIS LINE.
- LINE (20): TOTAL OF LINES (13) THROUGH (19).

### OTHER INFORMATION

- LINE (21): 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 (22): 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 (23): 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 (24): IF YOU HAVE A GROUND LEASE, PLEASE ENTER AMOUNT HERE.