

2024 INCOME AND EXPENSE ANALYSIS: RESTAURANT/FAST FOOD

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: \$ \$ \$

POTENTIAL GROSS RENT
 (1) BASE RENT.....
 (2) OVERAGES (PERCENTAGE RENT).....
 (3) POTENTIAL GROSS RENT.....
 (4) VACANCY AND RENT LOSS.....
 (5) NET RENTAL INCOME.....

OTHER INCOME: \$ \$ \$

REIMBURSEMENTS
 (6) C.A.M.....
 (7) INSURANCE.....
 (8) TAXES.....
 (9) OTHER.....
 (10) TOTAL OTHER INCOME.....
 (11) TOTAL INCOME.....

EXPENSES: \$ \$ \$

(12) UTILITIES.....
 ELECTRICITY.....
 WATER & SEWER.....
 OTHER UTILITIES.....
 (13) MAINTENANCE & REPAIR.....
 MAINTENANCE & REPAIR PAYROLL.....
 ELECTRIC, PLUMBING, HVAC REPAIRS.....
 EXTERIOR REPAIRS.....
 PARKING LOT REPAIRS.....
 ROOF REPAIRS.....
 CONTRACT REPAIRS.....
 MISCELLANEOUS MAINTENANCE & REPAIRS.....
 JANITORIAL.....
 SUPPLIES.....
 (14) SERVICES.....
 TRASH REMOVAL.....
 LANDSCAPE.....
 SECURITY.....
 MISCELLANEOUS.....
 (15) ADMINISTRATIVE.....
 MANAGEMENT FEE.....
 ADVERTISING.....
 RENTAL TAX (SEE INSTRUCTIONS).....
 PAYROLL & PAYROLL TAXES.....
 TELEPHONE.....
 ACCOUNTING & LEGAL.....
 OTHER ADMINISTRATIVE.....
 (16) INSURANCE (ONE (1) YEAR ONLY).....
 (17) RESERVES FOR REPLACEMENT (IF ANY).....
 (18) TOTAL OPERATING EXPENSES.....

OTHER EXPENSES: \$

(19) INTEREST EXPENSE CHARGED THIS PERIOD.....
 (20) DEPRECIATION EXPENSE CHARGED THIS PERIOD.....
 (21) PROPERTY TAX EXPENSE CHARGED THIS PERIOD.....
 (22) GROUND RENT.....
 (23) CAPITAL EXPENDITURES...(DESCRIBE).....(AMOUNT).....

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.

ADDITIONAL INFORMATION:

TOTAL NUMBER OF PARKING SPACES _____
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..... _____
OTHER: DESCRIBE..... _____
TOTALS..... _____

OTHER PROPERTY INFORMATION: **DATE**

IF YOU HAD THIS PROPERTY CONSTRUCTED SINCE 2021 GIVE: **DATE** _____
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 & PHONE NUMBER..... _____
HOW LONG ON MARKET..... _____

PREPARER INFORMATION:

PERSON PREPARING QUESTIONNAIRE _____
OWNER: _____ AGENT: _____
DATE _____ PHONE NUMBER _____

(IF ADDITIONAL SPACE IS REQUIRED - PHOTOCOPY THIS FORM)

**RESTAURANT/FAST FOOD
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

- LINE (1): REPORT THE SUM OF ALL RENTS THAT COULD HAVE BEEN COLLECTED IF 100% OF THESE AREAS HAD BEEN OCCUPIED.
- LINE (2): PERCENTAGE RENT COLLECTED FROM TENANT.
- LINE (3): TOTAL OF LINES (1) AND (2).
- LINE (4): TEMPORARILY SKIP THIS LINE. FILL IN LINE (5), THEN COME BACK TO THIS LINE.
- LINE (5): SHOW RENTS ACTUALLY COLLECTED FROM ALL SOURCES. SUBTRACT LINE (5) FROM LINE (3) AND ENTER THE DIFFERENCE ON LINE (4).
- LINE (6): ADDITIONAL RENT COLLECTED BASED ON THE LEASE TO REIMBURSE BUILDING OWNERS FOR COMMON AREA MAINTENANCE.
- LINE (7): ADDITIONAL RENT COLLECTED BASED ON THE LEASE TO REIMBURSE BUILDING OWNERS FOR INSURANCE.
- LINE (8): ADDITIONAL RENT COLLECTED BASED ON THE LEASE TO REIMBURSE BUILDING OWNERS FOR PROPERTY TAXES.
- LINE (9): OTHER MONIES COLLECTED FROM TENANTS.
- LINE (10): TOTAL OF LINES (6), (7), (8), AND (9).
- LINE (11): TOTAL OF LINES (5) 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 EXPENDITURE, AS THESE ARE NOT REFLECTIVE OF OPERATING EXPENSES.

- LINE (12): INCLUDE ALL UTILITIES COSTS FOR THIS BUILDING EVEN IF SOME OF THESE COSTS ARE BILLED BACK TO YOUR TENANTS.
- LINE (13): 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 (14): INCLUDE COSTS ASSOCIATED WITH THIS BUILDING ONLY.
- LINE (15): 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 (16): INCLUDE ONE YEAR INSURANCE CHARGES FOR FIRE, LIABILITY, THEFT AND ALL OTHER INSURANCE PREMIUMS EXCEPT WORKER'S COMP. AND BENEFIT PLANS.
- LINE (17): IF YOUR ACCOUNTING SYSTEM ALLOWS FOR ENTRIES INTO THIS TYPE OF ACCOUNT, INCLUDE THE TOTAL AMOUNT HELD AS RESERVE ON THIS LINE.
- LINE (18): TOTAL OF LINES (12) THROUGH (17).

OTHER EXPENSES

- LINE (19): 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 (20): 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 (21): 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 (22): IF YOU HAVE A GROUND LEASE, PLEASE ENTER AMOUNT HERE.
- LINE (23): DESCRIBE ANY CAPITAL EXPENDITURES SUCH AS A NEW ROOF, PAVING, ETC. AND INCLUDE THE COST.