

2024 INCOME AND EXPENSE ANALYSIS: RETAIL

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: \$ \$ \$

TYPE OF LEASE: TRIPLE NET: _____ GROSS: _____
 POTENTIAL GROSS RENT @ 100% OCCUPANCY
 (1) BASE RENT..... _____
 (2) OVERAGES (PERCENTAGE RENT)..... _____
 (3) POTENTIAL GROSS RENTS (100% OCCUPANCY)..... _____
 (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 FROM SHOPPING CENTER & RETAIL OPERATIONS..... _____

EXPENSES: \$ \$ \$

(12) UTILITIES..... _____
 ELECTRICITY..... _____
 WATER & SEWER..... _____
 OTHER..... _____
 (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.

**RETAIL
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. INCLUDE VALUE OF LEASING OFFICE. IF ANY AREAS ARE OWNER OCCUPIED, ESTIMATE AND INCLUDE THE MARKET RENTAL VALUE OF SPACE.
- LINE (2): PERCENTAGE RENT COLLECTED FROM TENANTS.
- 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 EXPENDITURES, 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 NEW ROOF, PAVING, ETC. AND INCLUDE THE COST.