2026 INCOME AND EXPENSE ANALYSIS: OFFICE BUILDINGS

For calendar or fiscal year 2025 (12 months)

Real Estate #: ☐☐☐☐☐☐-☐☐☐☐

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 1-1-2026.....		
OFFICE SPACE - TENANTS.....		
OFFICE SPACE - OWNER OCCUPIED.....		
RETAIL SPACE.....		
WAREHOUSE SPACE.....		
OTHER (DESCRIBE_____).....		
TOTALS.....		

WERE ANY RENT CONCESSIONS OFFERED DURING 2025? YES ☐ NO ☐ IF YES, DESCRIBE _____

OTHER PROPERTY INFORMATION:

	DATE	PRICE
IF YOU PURCHASED THIS PROPERTY SINCE 2023 GIVE:	DATE	
IF YOU HAD THIS PROPERTY CONSTRUCTED SINCE 2023 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 2025) AND RENT ROLL AS OF JANUARY 1, 2026 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 CAPTIAL 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.