2026 INCOME AND EXPENSE ANALYSIS: HOTEL AND MOTEL

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:	$	$	$
(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 2025) AND RENT ROLL AS OF JANUARY 1, 2026 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 2025..... _____
AVERAGE ROOM RATE DURING 2025..... _____
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 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..... _____

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 CAPTIAL 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.