2026 INCOME AND EXPENSE ANALYSIS: RETAIL

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:	**$**	**$**	**$**
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 2025) AND RENT ROLL AS OF JANUARY 1, 2026 IN LIEU OF FILLING THIS FORM OUT, PLEASE DO SO.

TYPE OF RETAIL PROPERTY: **ADDITIONAL INFORMATION:**

REGIONAL SHOPPING CENTER _____ STRIP CENTER _____
NEIGHBORHOOD SHOPPING CENTER _____ RETAIL STORES _____
OTHER: (DESCRIBE) _____
TOTAL NUMBER OF PARKING SPACES _____

NET RENTABLE AREAS: Include storage and office areas	NO. OF STORIES	NO. OF SQ. FT.	ASKING BASE RENT PER SQ. FT.	CAM PER SQ. FT
ANCHOR / DEPARTMENT STORE				
IN LINE SPACE				
GENERAL SPACE				
OUT PARCEL BUILDING				
IS OUT PARCEL A GROUND LEASE?				
KIOSKS				
OTHER: DESCRIBE				
TOTALS				

OTHER PROPERTY INFORMATION: **DATE**

IF YOU HAD THIS PROPERTY CONSTRUCTED SINCE 2023 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 _____

RENT ROLL

SUITE# / NAME	TENANT	SIZE IN SQ.FT.	BASE RENT PER SQ. FT.	CAM PER SQ. FT.	LEASE BEGIN	LEASE ENDING

PREPARER INFORMATION:

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

(IF ADDITIONAL SPACE IS REQUIRED - PHOTOCOPY THIS FORM)

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 OCCPIED. 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 CAPTIAL 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.