

2024 INCOME AND EXPENSE ANALYSIS: MOBILE HOME PARKS

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: \$ \$ \$

GROSS POSSIBLE RENTS @ 100% OCCUPANCY

(1) SPACE RENTAL.....		
(2) TRAILER RENTAL.....		
(3) GROSS POSSIBLE RENTS 100%.....		
(4) VACANCY AND RENT LOSS.....		
(5) NET RENTAL INCOME.....		

OTHER INCOME: \$ \$ \$

(6) MISCELLANEOUS INCOME.....		
(7) NON-REFUNDABLE INCOME.....		
(8) TOTAL OTHER INCOME.....		
(9) TOTAL INCOME FROM PROPERTY OPERATIONS.....		

EXPENSES: \$ \$ \$

(10) UTILITIES.....		
ELECTRICITY.....		
WATER & SEWER.....		
OTHER UTILITIES.....		
(11) MAINTENANCE AND REPAIR.....		
MAINTENANCE & REPAIR PAYROLL.....		
JANITORIAL.....		
SUPPLIES.....		
(12) SERVICES.....		
TRASH REMOVAL.....		
CONTRACT YARD MAINTENANCE.....		
SECURITY.....		
MISCELLANEOUS.....		
(13) ADMINISTRATIVE.....		
MANAGEMENT FEE.....		
ADVERTISING.....		
PAYROLL & PAYROLL TAXES.....		
OTHER ADMINISTRATIVE.....		
(14) INSURANCE (ONE (1) YEAR ONLY).....		
(15) RESERVES FOR REPLACEMENT.....		
(16) TOTAL OPERATING COSTS.....		

OTHER EXPENSES: \$

(17) INTEREST EXPENSE CHARGED THIS PERIOD.....		
(18) DEPRECIATION EXPENSE CHARGED THIS PERIOD.....		
(19) PROPERTY TAX EXPENSE CHARGED THIS PERIOD.....		
(20) GROUND RENT.....		

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.

RENTABLE AREAS:	NUMBER OF UNITS	MONTHLY ASKING RENT
SINGLE SPACES.....	_____	_____
DOUBLE SPACES.....	_____	_____
TRAILERS, SINGLE.....	_____	_____
TRAILERS, DOUBLE.....	_____	_____
STORAGE SPACE.....	_____	_____
RENTAL SPACE.....	_____	_____
OTHER (DESCRIBE _____).....	_____	_____

OTHER PROPERTY INFORMATION:	DATE	PRICE
IF YOU PURCHASED THIS PROPERTY SINCE 2021 GIVE:	DATE _____	_____
IF YOU HAD THIS PROPERTY CONSTRUCTED SINCE 2021 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	_____

TYPE OF PARK:	YES	NO
1. RENT ONLY SPACES.....	_____	_____
2. RENT SPACES & TRAILERS.....	_____	_____
3. ALL RENTAL SPACES HAVE RENTAL TRAILERS.....	_____	_____
4. IS THE PARK CONNECTED TO CITY SEWER.....	_____	_____
5. PERCENTAGE OF TRAILERS THAT RENT BY THE WEEK.....	_____	_____
6. RENT CONCESSIONS.....	_____	_____

COMMENTS:

PREPARER INFORMATION:

PERSON PREPARING RETURN _____

OWNER: _____ AGENT: _____

DATE _____ PHONE NUMBER _____

**MOBILE HOME PARKS
INCOME AND EXPENSE ANALYSIS
DEFINITIONS AND INSTRUCTIONS**

INCOME

LINES (1), REPORT THE SUM OF ALL RENTS THAT COULD HAVE BEEN COLLECTED IF 100% OF THESE AND (2): AREAS HAD BEEN OCCUPIED.

LINE (4): TEMPORARILY SKIP THIS LINE. FILL IN LINE (5), AND THEN COME BACK TO THIS LINE.

LINE (5): SHOW AMOUNT ACTUALLY COLLECTED FROM ALL SOURCES INDICATED ON LINES (1) AND (2), THEN SUBTRACT LINE (5) FROM LINE (3) AND ENTER THE DIFFERENCE ON LINE (4).

LINE (6): INCOME RECEIVED FROM LAUNDRY, VENDING, PETS, ETC. DO NOT INCLUDE PREPAID RENTS OR INTEREST INCOME.

LINE (7): NON-REFUNDABLE APPLICATION FEES, NON-REFUNDABLE DEPOSITS, ETC.

LINE (8): TOTAL OF LINES (6) AND (7).

LINE (9): TOTAL OF LINES (5) AND (8).

EXPENSES

NOTE: DO NOT INCLUDE UNDER ANY EXPENSE CATEFORY SUCH ITEMS AS GROUND RENT, MORTGAGE INTEREST, AMORTIZATION, DEPRECIATION, INCOME TAXES, OR CAPITAL EXPENDITURE, AS THESE ARE NOT REFLECTIVE OF OPERATING EXPENSES.

LINE (10): INCLUDE ALL UTILITIES COSTS FOR THIS PROPERTY EVEN IF SOME OF THESE COSTS ARE BILLED BACK TO YOUR TENANTS.

LINE (11): INCLUDE ALL MAINTENANCE AND REPAIR CHARGES ASSOCIATED WITH THIS PROPERTY.

**** 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 (12): INCLUDE ALL COSTS ASSOCIATED WITH THIS PROPERTY ONLY.

LINE (13): 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 (14): INCLUDE ONE YEAR INSURANCE CHARGES FOR FIRE, LIABILITY, THEFT AND ALL OTHER INSURANCE PREMIUMS EXCEPT WORKMAN'S COMP. AND BENEFIT PLANS.

LINE (15): IF YOUR ACCOUNTING SYSTEM ALLOWS FOR ENTRIES INTO THIS TYPE OF ACCOUNT, INCLUDE THE TOTAL AMOUNT HELD AS RESERVE ON THIS LINE.

LINE (16): TOTAL OF LINES (10) THROUGH (15).

OTHER EXPENSES

LINE (17): 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 (18): IF YOU WOULD LIKE TO PROVIDE THIS OFFICE WITH THE TOTAL AMOUNT OF REAL ESTATE DEPRECIATION CHARGES FOR THIS REPORTING PERIOD, DO SO ON THIS LINE.

LINE (19): 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 (20): IF YOU HAVE A GROUND LEASE, PLEASE ENTER AMOUNT HERE.