

2015 INCOME AND EXPENSE ANALYSIS: MOBILE HOME PARKS
for calendar or fiscal year 2014 (12 months)

Property Name: Real Estate #: Property Address:

CONFIDENTIAL
Per F.S. 195.027
Jerry Holland
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: YOU MAY PROVIDE THIS OFFICE WITH A PROFIT AND LOSS STATEMENT (YR END 2014)
AND RENT ROLL AS OF JAN. 1, 2015 IN LIEU OF COMPLETING THIS FORM.

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 2012 GIVE:	DATE _____	PRICE _____
IF YOU HAD THIS PROPERTY CONSTRUCTED SINCE 2012 GIVE:	DATE _____	
COST TO CONSTRUCT \$ _____ (include both direct and indirect costs)		

MORTGAGE INFORMATION:	1 st MTG.	2 nd MTG.	3 rd MTG.
DATE	_____/_____/_____	_____/_____/_____	_____/_____/_____
ORIGINAL AMOUNT.....	\$ _____	\$ _____	\$ _____
INTEREST RATE	_____%	_____%	_____%
TERM IN YEARS & MONTHS.....	____&____	____&____	____&____
PAYMENT (\$ per month semi, 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 _____
DATE _____
OWNER _____
AGENT _____
PHONE NUMBER _____

PLEASE ATTACH
- RENT ROLL -

MOBILE HOME PARKS
INCOME AND EXPENSE ANALYSIS
DEFINITIONS AND INSTRUCTIONS

INCOME:

- LINE (1): LINES (1) AND (2) REPORT THE SUM OF ALL RENTS THAT COULD HAVE BEEN COLLECTED IF 100% OF THESE AREAS HAD BEEN OCCUPIED.
- LINE (4): TEMPORARILY SKIP THIS LINE. FILL IN LINE (5), 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 CATEGORY 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 COSTS ASSOCIATED WITH THIS PROPERTY ONLY.
- LINE (13): INCLUDE ALL ADMINISTRATIVE CHARGES AND COSTS NOT INCLUDED IN OTHER CATEGORIES. IF SALES TAX 7.0% 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 INFORMATION:

- 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 CHARGED 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.