

2015 INCOME AND EXPENSE ANALYSIS: OFFICE BUILDINGS
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) 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

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: _____ ELEC. _____ GAS _____ JANITOR _____ 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: Incl. storage and office areas	NO. OF SQ. FT.	ASKING RENT PER SQ. FT
TOTAL RENTABLE AREA OCCUPIED AS OF 1-1-2015	_____	_____
OFFICE SPACE – TENANTS	_____	_____
OFFICE SPACE – OWNER OCCUPIED	_____	_____
RETAIL SPACE.....	_____	_____
WAREHOUSE SPACE.....	_____	_____
OTHER: DESCRIBE _____	_____	_____
TOTALS	_____	_____
WERE ANY RENT CONCESSIONS OFFERED DURING 2014? YES NO IF YES, 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:

1st MTG.

2nd MTG.

3rd 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

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 _____

DATE _____ OWNER AGENT

PHONE NUMBER _____

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 IN 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 UNFINISHED 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 CAPITAL 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 INDICATED LINES.

LINE (16): 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 (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 ASSOCIATED 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.