

2016 INCOME AND EXPENSE ANALYSIS: APARTMENT COMPLEX
for calendar or fiscal year 2015 (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

Table with 4 columns: Description, \$, \$, \$
Income section including APARTMENTS, VACANCY & COLLECTION LOSS, VACANCY, RENT CONCESSIONS, LOSS TO LEASE, NON-REVENUE UNITS, and NET RENTAL INCOME.

Table with 4 columns: Description, \$, \$, \$
Other Income section including MISCELLANEOUS INCOME, NON-REFUNDABLE DEPOSITS, UTILITIES REIMBURSEMENTS, TOTAL OTHER INCOME, and TOTAL INCOME FROM APARTMENT OPERATIONS.

Table with 4 columns: Description, \$, \$, \$
Expenses section including UTILITIES (ELECTRICITY, WATER & SEWER, GAS), MAINTENANCE & REPAIRS (ELECTRIC, PLUMBING, HVAC REPAIRS, EXTERIOR REPAIRS, ROOF REPAIR, INTERIOR PAINT & DECORATING, MISCELLANEOUS MAINTENANCE & REPAIRS, SUPPLIES & MATERIALS), SERVICES (TRASH REMOVAL, LANDSCAPE, SECURITY, PEST CONTROL, MISCELLANEOUS), PAYROLL & PAYROLL TAXES (MAINTENANCE & REPAIR PAYROLL, ADMINISTRATIVE PAYROLL, PAYROLL TAXES, EMPLOYEE INSURANCE & WORKMAN'S COMP), ADMINISTRATIVE (MANAGEMENT FEE, LEASING COMMISSIONS, ADVERTISING, TELEPHONE, ACCOUNTING AND LEGAL, ADMINISTRATIVE SUPPLIES, OTHER ADMINISTRATIVE), PROPERTY INSURANCE (ONE (1) YEAR ONLY), RESERVES FOR REPLACEMENT, and TOTAL OPERATING COST.

Table with 4 columns: Description, \$, \$, \$
Other Expenses section including INTEREST EXPENSE CHARGED THIS PERIOD, DEPRECIATION EXPENSE CHARGED THIS PERIOD, and PROPERTY TAX EXPENSE CHARGED THIS PERIOD.

PLEASE FILL OUT FRONT & BACK OF FORM
NOTE: YOU MAY PROVIDE THIS OFFICE WITH A PROFIT AND LOSS STATEMENT (YR END 2015) AND RENT ROLL AS OF JAN. 1, 2016 IN LIEU OF COMPLETING THIS FORM.

ADDITIONAL INFORMATION:

TOTAL NUMBER OF APARTMENT UNITS .....  
TOTAL NUMBER OCCUPIED AS OF 1-1-2016

UNIT TYPE (Number of Bedrooms/Baths)	SQ. FT.	BASE RENT PER MONTH	NO. OF UNITS
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
NUMBER OF GARAGE UNITS:		\$	

PREMIUM CHARGES (Please include all premium charges such as Vaulted Ceiling, Lake View, Pool View, Fireplace, Garage, Etc)

PREMIUM DESCRIPTION	RENT PER MONTH	NO. OF UNITS
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

MISCELLANEOUS PROPERTY INFORMATION:

IS THIS PROPERTY SUBSIDIZED? BY WHOM? HOW MANY UNITS ARE SUBSIDIZED?  
ANNUAL AMOUNT OF SUBSIDY? \$ IS AMT. INCLUDED IN "APARTMENT RENT" (ON LINE (1)) YES NO  
EXPLAIN:  
IS THIS PROPERTY RENT RESTRICTED? HOW MANY UNITS ARE RENT RESTRICTED?  
UTILITIES THAT ARE FURNISHED (Y/N) GAS yes no ELEC. yes no WATER yes no TRASH yes no  
NUMBER OF STORIES NUMBER OF ELEVATORS YEAR BUILT  
AMOUNT OF REAL ESTATE INSURANCE COVERAGE \$

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<sup>st</sup> MTG. 2<sup>nd</sup> MTG. 3<sup>rd</sup> 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 ..... /

PREPARER INFORMATION:

PERSON PREPARING RETURN  
DATE OWNER AGENT  
PHONE NUMBER

NAME OF TAX CONSULTANT OR ANYONE OTHER THAN OWNER AUTHORIZED TO REPRESENT THIS PROPERTY  
NAME ADDRESS CITY, STATE, ZIP PHONE NUMBER

**APARTMENT**  
**INCOME AND EXPENSE ANALYSIS**  
**DEFINITIONS AND INSTRUCTIONS**

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- LINE (1): REPORT THE SUM OF ALL RENTS THAT COULD HAVE BEEN COLLECTED IF 100% OF THE APARTMENTS HAD BEEN OCCUPIED. IF ANY APARTMENTS ARE OWNER OCCUPIED, I.E. MANAGERS QUARTERS, MODELS, ETC., ESTIMATE AND INCLUDE THE MARKET RENTAL VALUE OF SPACE. INCLUDE AMOUNTS COLLECTED IN RENT SUBSIDIES.
- LINE (2): TEMPORARILY SKIP THIS LINE. FILL IN LINES (3), (4), (5) AND (6), THEN COME BACK TO THIS LINE WITH THE SUM OF LINES (3) THROUGH (6).
- LINE (3): ENTER TOTAL AMOUNT OF VACANCY.
- LINE (4): ENTER TOTAL AMOUNT OF RENTAL CONCESSIONS.
- LINE (5): ENTER TOTAL AMOUNT OF LOSS TO LEASE.
- LINE (6): NON REVENUE UNITS (CORPORATE, EMPLOYEE, OR MODELS)
- LINE (7): SHOW RENTS ACTUALLY COLLECTED. SUBTRACT LINE (2) FROM LINE (1) AND ENTER THE DIFFERENCE HERE.
- LINE (8): INCOME RECEIVED FROM LAUNDRY, VENDING, PETS, MAID SERVICE, ETC. DO NOT INCLUDE PREPAID RENTS OR INTEREST INCOME.
- LINE (9): NONREFUNDABLE APPLICATION FEES, NONREFUNDABLE DEPOSITS, ETC.
- LINE (10): AMOUNT OF UTILITY REIMBURSEMENTS (IF APPLICABLE).
- LINE (11): T TOTAL OF LINES (8) THROUGH (10).
- LINE (12): T TOTAL OF LINES (7) AND (11).

**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 (13): INCLUDE ALL UTILITIES COSTS FOR THIS BUILDING EVEN IF SOME OF THESE COSTS ARE BILLED BACK TO YOUR TENANTS.
- LINE (14): INCLUDE ALL MAINTENANCE AND REPAIR CHARGES ASSOCIATED WITH THIS COMPLEX (DO NOT INCLUDE PAYROLL WHICH IS INCLUDED IN LINE 16 OR REPLACEMENTS WHICH IS INCLUDED IN LINE 19).
- \*\*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 (15): INCLUDE COSTS ASSOCIATED WITH THIS COMPLEX ONLY.
- LINE (16): INCLUDE ALL COSTS ASSOCIATED WITH THIS COMPLEX ONLY. MAINTENANCE & REPAIR PAYROLL – ADD AMOUNT AND STATE NO. OF EMPLOYEES. ADMINISTRATIVE PAYROLL - INCLUDE MANAGER, LEASING, BOOKKEEPER. ENTER AMOUNT AND STATE NO. OF EMPLOYEES. PAYROLL TAXES - ENTER AMOUNT. EMPLOYEE INSURANCE & WORKMAN'S COMP - ENTER AMOUNT.
- LINE (17): INCLUDE ALL ADMINISTRATIVE CHARGES AND COSTS NOT INCLUDED IN OTHER CATEGORIES.
- LINE (18): INCLUDE ONE YEAR INSURANCE CHARGES FOR FIRE, LIABILITY, THEFT AND ALL OTHER INSURANCE PREMIUMS EXCEPT WORKMAN'S COMP. AND BENEFIT PLANS.
- LINE (19): IF YOUR ACCOUNTING SYSTEM ALLOWS FOR ENTRIES INTO THIS TYPE OF ACCOUNT, INCLUDE THE TOTAL AMOUNT HELD AS RESERVE ON THIS LINE.
- LINE (20): TOTAL OF LINES (13) THROUGH (19).

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- 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.