

2016 INCOME AND EXPENSE ANALYSIS: RESTAURANT/FAST FOOD
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

INCOME: \$ \$ \$

POTENTIAL GROSS RENT
(1) BASE RENT
(2) OVERAGES (PERCENTAGE RENT)
(3) POTENTIAL GROSS RENT
(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

EXPENSES: \$ \$ \$

(12) UTILITIES
ELECTRICITY
WATER & SEWER
OTHER UTILITIES
(13) MAINTENANCE & REPAIR
MAINTENANCE & REPAIR PAYROLL
ELECTRIC, PLUMBING, HVAC REPAIRS
EXTERIOR REPAIRS
PARKING LOT REPAIRS
ROOF REPAIR
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: YOU MAY PROVIDE 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 PARKING SPACES	
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		
OTHER: DESCRIBE		
TOTALS		

OTHER PROPERTY INFORMATION:	DATE
-----------------------------	------

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, annual).....	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	
BALLOON PAYMENT (\$ / date due).....	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	

IF THIS PROPERTY IS FOR SALE GIVE:

ASKING PRICE..... \$ _____

LISTING BROKER & PHONE NUMBER _____

HOW LONG ON MARKET _____

PREPARER INFORMATION:

PERSON PREPARING QUESTIONNAIRE _____

DATE: _____

OWNER _____

PHONE NUMBER _____

AGENT _____

(IF ADDITIONAL SPACE IS REQUIRED – PHOTOCOPY THIS FORM)

RESTAURANT/FAST FOOD
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 OCCUPIED.
- LINE (2): PERCENTAGE RENT COLLECTED FROM TENANT.
- 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 CAPITAL EXPENDITURE, 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 7.0% 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.