

2016 INCOME AND EXPENSE ANALYSIS: RETAIL
for calendar or fiscal year 2015 (12 months)

Real Estate #: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

CONFIDENTIAL
Per F.S. 195.027
Jerry Holland
Duval County Property Appraiser
231 East Forsyth Street, Room 270
Jacksonville, Florida 32202

INCOME: \$ \$ \$

* TYPE OF LEASE:	TRIPLE NET	GROSS	MODIFIED GROSS
POTENTIAL GROSS RENT @ 100% OCCUPANCY			
(1) BASE RENT .....			
(2) OVERAGES (PERCENTAGE RENT) .....			
(3) POTENTIAL GROSS RENTS (100% OCCUPANCY) .....			
(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 FROM SHOPPING CENTER & RETAIL OPERATIONS .....			

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 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.



**RETAIL**  
**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. INCLUDE VALUE OF LEASING OFFICE. IF ANY AREAS ARE OWNER OCCUPIED, ESTIMATE AND INCLUDE THE MARKET RENTAL VALUE OF SPACE.
- LINE (2): PERCENTAGE RENT COLLECTED FROM TENANTS.
- 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.