

2013 INCOME AND EXPENSE ANALYSIS: HOTEL AND MOTEL
for calendar or fiscal year 2012 (12 months)

Property Name: Real Estate #: Property Address:

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

INCOME:		\$	\$	\$
(1)	ROOMS.....			
(2)	FOOD.....			
(3)	BEVERAGE.....			
(4)	BANQUET AND CONVENTION.....			
(5)	TELEPHONE.....			
(6)	OTHER INCOME .....			
(7)	SUB TOTAL .....			
(8)	COMMISSIONS AND CONCESSIONS .....			
(9)	STORE RENTAL.....			
(10)	SUB TOTAL .....			
(11)	TOTAL INCOME FROM OPERATIONS .....			
COST OF GOODS SOLD & DEPARTMENTAL EXPENSES:		\$	\$	\$
(12)	ROOMS.....			
(13)	FOOD.....			
(14)	BEVERAGE.....			
(15)	BANQUET AND CONVENTION.....			
(16)	TELEPHONE.....			
(17)	OTHER DIRECT EXPENSE.....			
(18)	TOTAL COSTS AND EXPENSES.....			
(19)	GROSS OPERATING INCOME .....			
OPERATING EXPENSES:		\$	\$	\$
(20)	FRANCHISE FEE.....			
(21)	ADMINISTRATIVE COSTS .....			
	ADMINISTRATIVE & GENERAL.....			
	MANAGEMENT FEE.....			
	ADVERTISING & SALES PROMOTION .....			
	PAYROLL & PAYROLL TAXES .....			
	OTHER ADMINISTRATIVE.....			
(22)	UTILITIES .....			
	ELECTRICITY.....			
	WATER & SEWER.....			
	OTHER UTILITIES.....			
(23)	MAINTENANCE & REPAIR .....			
	MAINTENANCE & REPAIR PAYROLL .....			
	ELECTRIC, PLUMBING, HVAC REPAIRS .....			
	EXTERIOR REPAIRS .....			
	PARKING LOT REPAIRS.....			
	ROOF REPAIR.....			
	CONTRACT REPAIRS.....			
	MISCELLANEOUS MAINTENANCE & REPAIRS.....			
	JANITORIAL.....			
(24)	SERVICES .....			
	TRASH REMOVAL.....			
	LANDSCAPE.....			
	SECURITY .....			
	MISCELLANEOUS.....			
	STORE RENTAL.....			
(25)	INSURANCE (ONE (1) YEAR ONLY) .....			
(26)	RESERVES FOR REPLACEMENT .....			
(27)	TOTAL OPERATING EXPENSES .....			
(28)	TOTAL COSTS AND EXPENSES (TOTAL LINE (18) & (27).....			
(29)	GROSS OPERATING PROFIT .....			

OTHER EXPENSES:

\$

(30)

INTEREST EXPENSE CHARGED THIS PERIOD .....

(31)

DEPRECIATION EXPENSE CHARGED THIS PERIOD .....

(32)

PROPERTY TAX EXPENSE CHARGED THIS PERIOD .....

(33)

GROUND RENT.....

ADDITIONAL INFORMATION:

NUMBER OF AVAILABLE ROOMS .....

PERCENT (%) OF OCCUPANCY DURING 2012.....

AVERAGE ROOM RATE DURING 2012 .....

AGE.....

RESTAURANT - # OF SEATS	LOUNGE - # OF SEATS	BANQ. FACILITIES – SQ. FT.	CONV. ROOMS – SQ. FT.

LEASED OPERATIONS:	NUMBER OF SQ. FT.	MONTHLY RENT
RESTAURANT RETAIL SPACE .....		
OTHER (DESCRIBE .....) )		
TERMS OF LEASE .....		

OTHER PROPERTY INFORMATION:	DATE	PRICE
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IF YOU PURCHASED THIS PROPERTY SINCE 2010 GIVE:

DATE .....

PRICE .....

IF YOU HAD THIS PROPERTY CONSTRUCTED SINCE 2010 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 .....

COMMENTS:

PREPARER INFORMATION:

PERSON PREPARING RETURN .....

OWNER

AGENT

DATE .....

PHONE NUMBER .....

HOTEL AND MOTEL INCOME AND EXPENSE ANALYSIS

DEFINITIONS AND INSTRUCTIONS

(IF YOU WOULD PREFER TO SUBMIT THE PROPERTY’S PROFIT AND LOSS STATEMENT OR RENTAL INFORMATION FROM FEDERAL INCOME TAX SCHEDULE E, PLEASE DO SO.)

INCOME:

- LINE (1): REPORT THE SUM OF ALL INCOME THAT WAS RECEIVED FROM THE RENTAL OF ROOMS.
- LINE (2): REPORT INCOME RECEIVED FROM FOOD CONCESSIONS.
- LINE (3): REPORT INCOME FROM BEVERAGE SERVICE.
- LINE (4): REPORT INCOME FROM BANQUET AND CONVENTION SERVICE.
- LINE (5): REPORT INCOME FROM TELEPHONE.
- LINE (6): REPORT ANY OTHER INCOME RECEIVED.
- LINE (7): TOTAL OF LINES (1) THROUGH (6).
- LINE (8): REPORT INCOME FROM COMMISSIONS I.E. VENDING SERVICES, AUTO RENTAL, ETC. AND CONCESSIONS, I.E., BARBER SHOPS, CHECKROOMS AND VALET SERVICES.
- LINE (9): REPORT INCOME FROM STORE RENTAL AND OFFICE RENTAL IF APPLICABLE.
- LINE (10): TOTAL OF LINES (8) AND (9).
- LINE (11): TOTAL OF LINES (7) AND (10).

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 (12): DIRECT COSTS ASSOCIATED WITH INCOME FROM ROOMS.
- LINE (13): DIRECT COSTS ASSOCIATED WITH THE SALE OF FOOD.
- LINE (14): DIRECT COSTS ASSOCIATED WITH THE SALE OF BEVERAGES.
- LINE (15): DIRECT COSTS ASSOCIATED WITH THE INCOME FROM BANQUET AND CONVENTION FACILITIES.
- LINE (16): DIRECT COSTS ASSOCIATED WITH THE INCOME FROM TELEPHONE SALES.
- LINE (17): OTHER EXPENSES ASSOCIATED WITH LINE (6) ABOVE.
- LINE (18): TOTAL LINES (12) THROUGH (17).
- LINE (19): LINE (11) LESS LINE (18).
- LINE (20): FRANCHISE FEE IF APPLICABLE.
- LINE (21): INCLUDE ALL ADMINISTRATIVE CHARGES AND COSTS NOT INCLUDED IN OTHER CATEGORIES. IF SALES TAX 7.0% OF GROSS RENT OR BED TAX HAS BEEN INCLUDED IN INCOME, SHOW AMOUNT REMITTED HERE.
- LINE (22): INCLUDE ALL UTILITIES COSTS FOR THIS BUILDING.
- LINE (23): 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 (24): INCLUDE COSTS ASSOCIATED WITH THIS PROPERTY ONLY.
- LINE (25): INCLUDE ONE YEAR INSURANCE CHARGES FOR FIRE, LIABILITY, THEFT AND ALL OTHER INSURANCE PREMIUMS EXCEPT WORKMAN’S COMP. AND BENEFIT PLANS.
- LINE (26): IF YOUR ACCOUNTING SYSTEM ALLOWS FOR ENTRIES INTO THIS TYPE OF ACCOUNT, INCLUDE THE TOTAL AMOUNT HELD AS RESERVE ON THIS LINE.
- LINE (27): TOTAL OF LINES (20) THROUGH (26).
- LINE (28): TOTAL LINES (18) & (27).
- LINE (29): TOTAL (11) LESS LINE (28).

OTHER INFORMATION:

- LINE (30): 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 (31): 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 (32): 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 (33): IF YOU HAVE GROUND LEASE, PLEASE ENTER AMOUNT HERE.

NOTE: PLEASE FILL OUT NUMBER OF ROOMS, PERCENTAGE OCCUPANCY, AND AVERAGE ROOM RATE ON BACK OF FORM.