

2013 INCOME AND EXPENSE ANALYSIS: MINI/SELF STORAGE WAREHOUSES
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

Table with 4 columns: Description, \$, \$, \$
Row 1: INCOME:
Row 2: GROSS POSSIBLE RENTS @ 100% OCCUPANCY
Row 3: (1) WAREHOUSE SPACE
Row 4: (2) OTHER RENTABLE AREA (RV/BOAT STORAGE)
Row 5: (3) GROSS POSSIBLE RENTS 100%
Row 6: (4) VACANCY AND RENT LOSS
Row 7: (5) NET RENTAL INCOME

Table with 4 columns: Description, \$, \$, \$
Row 1: OTHER INCOME:
Row 2: (6) ANCILLARY INCOME
Row 3: (7) TOTAL INCOME FROM PROPERTY OPERATIONS

Table with 4 columns: Description, \$, \$, \$
Row 1: EXPENSES:
Row 2: (8) UTILITIES
Row 3: ELECTRICITY
Row 4: WATER & SEWER
Row 5: OTHER UTILITIES
Row 6: (9) MAINTENANCE & REPAIR
Row 7: MAINTENANCE & REPAIR PAYROLL
Row 8: ELECTRIC, PLUMBING, HVAC REPAIRS
Row 9: EXTERIOR REPAIRS
Row 10: PARKING LOT REPAIRS
Row 11: ROOF REPAIRS
Row 12: CONTRACT REPAIRS
Row 13: MISCELLANEOUS MAINTENANCE AND REPAIRS
Row 14: JANITORIAL
Row 15: SUPPLIES
Row 16: (10) SERVICES
Row 17: TRASH REMOVAL
Row 18: LANDSCAPE
Row 19: SECURITY
Row 20: MISCELLANEOUS
Row 21: (11) ADMINISTRATIVE
Row 22: MANAGEMENT FEE
Row 23: ADVERTISING
Row 24: RENTAL TAX (SEE INSTRUCTIONS)
Row 25: PAYROLL & PAYROLL TAXES
Row 26: OTHER ADMINISTRATIVE
Row 27: (12) PROPERTY INSURANCE (ONE (1) YEAR ONLY)
Row 28: (13) RESERVES FOR REPLACEMENT
Row 29: (14) TOTAL OPERATING COSTS

Table with 4 columns: Description, \$, \$, \$
Row 1: OTHER EXPENSE INFORMATION:
Row 2: (15) INTEREST EXPENSE CHARGED THIS PERIOD
Row 3: (16) DEPRECIATION EXPENSE CHARGED THIS PERIOD
Row 4: (17) PROPERTY TAX EXPENSE CHARGED THIS PERIOD
Row 5: (18) GROUND RENT
Row 6: (19) CAPITAL EXPENDITURES... (DESCRIBE)

PLEASE ATTACH RENT ROLL AND P & L STATEMENT
PLEASE FILL OUT FRONT & BACK OF FORM

UNIT MIX/RENT ROLL

UNIT DIMENSION NON-CLIMATIZED		NUMBER OF UNITS AT THIS SIZE	MONTHLY RENT
	5 X 5		
	5 X 10		
	7 X 10		
	5 X 15		
	10 x 10		
	10 X 15		
	10 X 20		
	10 X 25		
	Others:		
UNIT DIMENSION CLIMATIZED		NUMBER OF UNITS AT THIS SIZE	MONTHLY RENT
	5 X 5		
	5 X 10		
	7 X 10		
	5 X 15		
	10 x 10		
	10 X 15		
	10 X 20		
	10 X 25		
	Others:		
OPEN STORAGE SPACE (boat, car, RV)		NUMBER OF UNITS AT THIS SIZE	MONTHLY RENT
	Size: X		
	Size: X		
	Size: X		
	Other:		
OTHER PROPERTY INFORMATION:		DATE	PRICE

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 st MTG.	2 nd MTG.	3 rd 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 _____

(IF ADDITIONAL SPACE IS REQUIRED – PHOTOCOPY THIS FORM)

MINI-SELF STORAGE WAREHOUSE 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:

- LINES (1) AND (2): REPORT THE SUM OF ALL RENTS THAT COULD HAVE BEEN COLLECTED IF 100% OF THESE AREAS HAD BEEN OCCUPIED. EXCLUDE THE VALUE OF THE LEASING OFFICE.
- LINE (3): TOTAL OF LINES (1) AND (2).
- LINE (4): TEMPORARILY SKIP THIS LINE. FILL IN LINE (5), AND THEN COME BACK TO THIS LINE.
- LINE (5): SHOW AMOUNT ACTUALLY COLLECTED FROM ALL SOURCES INDICATED ON LINES (1) AND (2) THEN SUBTRACT LINE (5) FROM LINE (3) AND ENTER THE DIFFERENCE ON LINE (4).
- LINE (6): ADDITIONAL INCOME GENERATED FROM ANCILLARY SOURCES SUCH AS LATE FEES, SUPPLY SALES, LOCK SALES, ECT.
- LINE (7): TOTAL OF LINES (5) AND (6).

EXPENSES: (THOSE PAID BY THE LANDLORD):

- (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. THESE ITEMS WILL BE LISTED BELOW.)
- LINE (8): INCLUDE ALL UTILITIES COSTS FOR THIS BUILDING EVEN IF SOME OF THESE COSTS ARE BILLED BACK TO YOUR TENANTS.
 - LINE (9): INCLUDE ALL MAINTENANCE AND REPAIR CHARGES ASSOCIATED WITH THIS BUILDING. DO NOT INCLUDE ANY CAPITAL EXPENDITURES.
 - LINE (10): INCLUDE COSTS ASSOCIATED WITH THIS BUILDING ONLY.
 - LINE (11): 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 (12): INCLUDE ONE YEAR INSURANCE CHARGES FOR FIRE, LIABILITY, THEFT AND ALL OTHER INSURANCE PREMIUMS EXCEPT WORKMAN'S COMPENSATION AND BENEFIT PLANS.
 - LINE (13): IF YOUR ACCOUNTING SYSTEM ALLOWS FOR ENTRIES INTO THIS TYPE OF ACCOUNT, INCLUDE THE TOTAL AMOUNT HELD AS RESERVE ON THIS LINE.
 - LINE (14): TOTAL OF LINES (10) THROUGH (15).

OTHER INFORMATION:

- LINE (15): 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 (16): 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 (17): 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 (18): IF YOU HAVE A GROUND LEASE, PLEASE ENTER AMOUNT HERE.
- LINE (19): INVESTMENTS OF CASH FOR BUILDING ADDITIONS, SITE IMPROVEMENTS OR RENOVATIONS, AS DISTINGUISHED FROM CASH OUTFLOWS FOR EXPENSE ITEMS THAT ARE NORMALLY CONSIDERED PART OF LAST YEAR'S FISCAL OPERATIONS.

PLEASE COMPLETE REVERSE SIDE OF INCOME & EXPENSE ANALYSIS

PLEASE ATTACH COPY OF RENT ROLL AND P&L STATEMENT TO INCOME & EXPENSE ANALYSIS