

**2019 INCOME AND EXPENSE ANALYSIS: RETAIL**

For calendar or fiscal year 2018 (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 \_\_\_\_\_
- 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 .....
- (15) 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



# 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 TI EMS 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.