

2019 INCOME AND EXPENSE ANALYSIS: RETAIL

For calendar or fiscal year 2018 (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:

\$

\$

\$

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 _____

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)..... _____

NOTE: IF YOU WOULD LIKE TO PROVIDE THIS OFFICE WITH A PROFIT AND LOSS STATEMENT (YEAR END 2018) AND RENT ROLL AS OF JANUARY 1, 2019 IN LIEU OF FILLING THIS FORM OUT, PLEASE DO SO.

TYPE OF RETAIL PROPERTY ADDITIONAL INFORMATION

REGIONAL SHOPPING CENTER

NEIGHBORHOOD SHOPPING CENTER

OTHER: (DESCRIBE)

TOTAL NUMBER OF PARKING SPACES

STRIP CENTER

RETAIL STORES

NET RENTABLE AREAS: Incl. storage and office areas	NO. OF STORES	NO. OF SQ. FT.	ASKING BASE RENT PER SQ.FT.	CAM PER SQ. FT
ANCHOR / DEPARTMENT STORE				
IN LINE SPACE				
GENERAL SPACE				
OUT PARCEL BUILDING				
IS OUT PARCEL A GROUND LEASE?				
KIOSKS				
OTHER: DESCRIBE				
TOTALS				

OTHER PROPERTY INFORMATION: DATE

IF YOU HAD THIS PROPERTY CONSTRUCTED SINCE 2016 GIVE: DATE

COST TO CONSTRUCT \$(include both direct and indirect costs)

MORTGAGE INFORMATION: 1st MTG. 2nd MTG. 3rd MTG.

DATE

ORIGINAL AMOUNT

INTEREST RATE

TERM IN YEARS & MONTHS

PAYMENT (\$ per month, semi-annual, or annual)

BALLOON PAYMENT (\$ / date due)

/

\$

%

&

/

/

IF THIS PROPERTY IS FOR SALE GIVE:

ASKING PRICE

LISTING BROKER & PHONE NUMBER

HOW LONG ON MARKET

\$

RENT ROLL

SUITE# /NAME	TENANT	SIZE IN SQ. FT.	BASE RENT PER SQ. FT.	CAM PER SQ. FT.	LEASE BEGIN	LEASE ENDING

PREPARER INFORMATION:

PERSON PREPARING QUESTIONNAIRE

DATE:

OWNER

PHONE NUMBER

AGENT

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.