



Randy Mazourek
Hernando County Property Appraiser
201 Howell Ave.
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Confidential Information per F.S. 195.027 - For Use by Hernando County Property Appraiser's Office Only

INCOME AND EXPENSE STATEMENT FOR APARTMENTS

Alternate Key: _____ Partial Owner Occupancy: _____ %

Parcel ID: _____

Owner's Name: _____

Property Address: _____

Section 1 - Unit Information		# of		Total	Avg	Total	# Months
# Bedrooms	# Bathrooms	Units	Sq. Ft.	Sq. Ft	Monthly Rent	Annual Rent	Vacant
1		0		0	\$ -	\$ -	0
2		0		0	\$ -	\$ -	0
3		0		0	\$ -	\$ -	0
4		0		0	\$ -	\$ -	0
5		0		0	\$ -	\$ -	0
6		0		0	\$ -	\$ -	0
TOTALS		0		0		\$ -	

SECTION 2 - INCOME

7	Potential Gross Rent <i>(as if 100% occupied)</i>	\$ -	7
8	Less Vacancy	0% \$ -	8
9	Less Collection Loss	0% \$ -	9
10	Less Concessions	0% \$ -	10
11	Miscellaneous Income <i>(please explain)</i> _____	\$ -	11
12	TOTAL RENTAL INCOME	\$ -	12

SECTION 2 - OTHER INCOME

13	Real Estate Tax Reimbursement	\$ -	13
14	Real Estate Insurance Reimbursement	\$ -	14
15	Utilities Reimbursement <i>(electric, water, sewer, trash)</i>	\$ -	15
16	Common Area Maintenance <i>(grounds, landscaping, parking lot upkeep)</i>	\$ -	16
17	Personal Service <i>(laundry, vending, etc.)</i>	\$ -	17
18	Miscellaneous Income <i>(please explain)</i> _____	\$ -	18
19	TOTAL OTHER INCOME	\$ -	19
20	EFFECTIVE GROSS INCOME	\$ -	20

PLEASE INCLUDE A SUMMARY RENT ROLL (or complete page 2) AND THE ANNUAL PROFIT AND LOSS STATEMENT



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SECTION 3 - EXPENSES

21	Management	\$ -	21
22	Payroll & Payroll Taxes	\$ -	22
23	Administrative	\$ -	23
24	Marketing	\$ -	24
25	Utilities Total	\$ -	25
	a. Electric	\$ -	
	b. Water/Sewer	\$ -	
	c. Cable/Internet	\$ -	
	d. Trash	\$ -	
	e. Telephone	\$ -	
26	Building Repairs and Maintenance	\$ -	26
27	Grounds Maintenance	\$ -	27
28	Insurance	\$ -	28
29	Reserves for Replacement	\$ -	29
30	Other Expenses (please specify)	\$ -	30
31	TOTAL OPERATING EXPENSES	\$ -	31
32	NET OPERATING INCOME	\$ -	32

OTHER EXPENSES

35. Capital Expenditures	\$ -	35
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Utilities Included in Rent

36. Electric	<input type="checkbox"/>	36
37. Water	<input type="checkbox"/>	37
38. Cable	<input type="checkbox"/>	38
39. Internet	<input type="checkbox"/>	39
40. Sewer	<input type="checkbox"/>	40
41. Telephone	<input type="checkbox"/>	41
42. Gas	<input type="checkbox"/>	42

33	Is the Property or a portion, Section 8/HUD Housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, how many units?	0
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34	Is the Property subsidized?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, report the amount collected under Miscellaneous Income, Line 11, on the first Page		

Prepared by: _____ Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

RETURN BY APRIL 1



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DEFINITIONS AND INSTRUCTIONS

SECTION 1 - PROPERTY/UNIT TYPE

Lines 1 - 6, Identify the number and type/model of units available, # of each type, square feet of each type, and total square feet combined. Provide the average monthly rent and total annual rent for each type/model.

SECTION 2 - INCOME

Line 7 - Enter the sum of all rents that could have been collected if 100% of the apartments had been occupied. Include all owner or staff-occupied units and models. Include amounts collected in subsidies.

Line 8 - Enter total amount of vacancy.

Line 9 - Enter total amount of Loss to Lease.

Line 10 - Enter total amount of rental concessions.

Line 11 - Enter non-revenue units (corporate, staff, or models)

SECTION 2 - OTHER INCOME

Line 13 - 16 - Enter the sum of all reimbursements received from the tenant for each applicable section. This is relevant to Net or Modified Gross Leases.

Line 17 - Enter the sum of services sold to tenants to include, coin operated laundry, vending machines, other miscellaneous income or pass-throughs.

Line 18 - Enter other pass-throughs you may receive for incidentals such as parking, signage, a/c, or utility charges, etc.

SECTION 3 - EXPENSES

Line 21 - Include all off-site management fees associated with this building. Exclude asset management fees.

Line 22 - Include all on-site payroll expenses associated with this building.

Line 23 - Include all administrative costs and charges not included in other categories. Exclude automotive, bank interest fees, depreciation/amortization, interest, and travel expenses. Exclude mortgage payment, State of FL annual report fee, and office equipment.

Line 24 - Include all apartment marketing costs.

Line 25 - Include all utilities costs for this building even if some of these costs are billed back to your tenant.

Line 26 - Include all maintenance and repair charges associated with this building. Exclude appliance or HVAC replacements, capital expenditures, roof and utility replacements, new construction, and tenant improvement allowance.

Line 27 - Include all expenses for outside services (pool, grounds, etc.).

Line 28 - Include one year's insurance charges for fire, liability, theft, and all of the insurance premiums except workers' compensation and employee benefit plans.

Line 29 - Include the total amount held for reserves, if applicable.

Line 30 - Include other costs associated with this building if not included in the above. Please specify.

Line 33 - Provide the requested information regarding Section 8/HUD housing and number of units, if applicable.

Line 34 - If property is subsidized check yes and provide the amount collected under Miscellaneous Income on Line 11, page 1.

Line 35 - Report the amount spent in Capital Expenditures for the year.

Line 36-42 - Check the appropriate box for any utilities included in unit rent.