



Randy Mazourek
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INCOME AND EXPENSE STATEMENT FOR SELF/MINI - STORAGE

From Prior Calendar Year

Alternate Key: _____

Parcel ID: _____

Business Name: _____

Owner Name (if different): _____

Property Address: _____

SECTION 1 - INCOME

	Type of Unit	# of Units	Total Sq. Ft.	Gross Income at 100% Occupancy	
1	A/C Units	0	0	\$ -	1
2	Non A/C Units	0	0	\$ -	2
3	Outdoor Storage	0	0	\$ -	3
4	Covered Outdoor Storage	0	0	\$ -	4
5	Other Income (<i>specify</i>) : _____			\$ -	5
6	TOTAL INCOME	0	0	\$ -	6
7	Vacancy and Collection Loss	0	0	\$ -	7
8	Rent Concessions	0	0	\$ -	8
9	TOTAL INCOME FROM PROPERTY OPERATIONS			\$ -	9

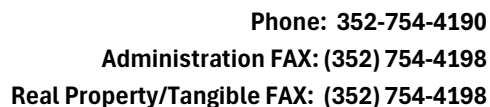
SECTION 2 - EXPENSES

10	Insurance	\$ -	10
11	Utilities (<i>electric, water, sewer, phone, cable, etc.</i>)	\$ -	11
12	Management Fees	\$ -	12
13	Payroll & Employee Benefits	\$ -	13
14	Administration (<i>advertising, professional fees, office supplies, etc.</i>)	\$ -	14
15	Maintenance & Repairs	\$ -	15
16	Services (<i>grounds, elevator, etc.</i>)	\$ -	16
17	Professional Fees (<i>legal, accounting, advertising</i>)	\$ -	17
18	Reserves for Replacement	\$ -	18
19	Other: (<i>specify</i>) _____	\$ -	19
20	TOTAL EXPENSES	\$ -	20
21	NET OPERATING INCOME	\$ -	21

Prepared by: _____ Title: _____

Signature: _____ Email: _____

Phone: _____ Date: _____





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INSTRUCTIONS

SECTION 1 - INCOME

Line 1 - 5 Report the sum of all fees for the various categories: A/C Units, Non A/C Units, Storage and Other

Line 7 - Report the vacancy and collection loss for the year.

Line 8 - Report any rent concessions (*discounts or free rent, etc.*) .

SECTION 2 - EXPENSES

Line 10 - Include one year insurance charges for fire, liability, theft, and all of the insurance premiums except workers' compensation and employee benefit plans.

Line 11- Include all utilities costs for this building even if some of these costs are billed back

Line 12 -Include all off-site management fees associated with this building. Exclude asset management fees.

Line 13 - Include all payroll and employee benefits.

Line 14 - 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 15 - 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 16 - Include the sum of services for contracted services (*grounds, elevator, etc.*) .

Line 17 - Include the total sum for professional fees (*legal, accounting, advertising*) .

Line 18 - Include the total amount held for reserves, if applicable.

Line 19 - Include any other expenses not accounted for in any other category.