

**2025 INCOME AND EXPENSE ANALYSIS: HOTEL AND MOTEL**

For calendar or fiscal year 2024 (12 months)

Property Name: \_\_\_\_\_ Real Estate #:            
 Address: \_\_\_\_\_

**CONFIDENTIAL**  
 Per F.S. 195.027  
 Joyce Morgan  
 Duval County Property Appraiser  
 231 East Forsyth Street, Room 270  
 Jacksonville, Florida 32202

**INCOME:** \$                      \$                      \$

(1) ROOMS.....	_____	_____	_____
(2) FOOD.....	_____	_____	_____
(3) BEVERAGE.....	_____	_____	_____
(4) BANQUET AND CONVENTION.....	_____	_____	_____
(5) TELEPHONE.....	_____	_____	_____
(6) OTHER INCOME.....	_____	_____	_____
(7) SUBTOTAL.....	_____	_____	_____
(8) COMMISSIONS AND CONCESSIONS.....	_____	_____	_____
(9) STORE RENTAL.....	_____	_____	_____
(10) SUBTOTAL.....	_____	_____	_____
(11) TOTAL INCOME FROM OPERATIONS.....	_____	_____	_____

**COST OF GOODS SOLD & DEPARTMENTAL EXPENSES:** \$                      \$                      \$

(12) ROOMS.....	_____	_____	_____
(13) FOOD.....	_____	_____	_____
(14) BEVERAGE.....	_____	_____	_____
(15) BANQUET AND CONVENTION.....	_____	_____	_____
(16) TELEPHONE.....	_____	_____	_____
(17) OTHER DIRECT EXPENSE.....	_____	_____	_____
(18) TOTAL COSTS AND EXPENSES.....	_____	_____	_____
(19) GROSS OPERATING INCOME.....	_____	_____	_____

**OPERATING EXPENSES:** \$                      \$                      \$

(20) FRANCHISE FEE.....	_____	_____	_____
(21) ADMINISTRATIVE COSTS.....	_____	_____	_____
ADMINISTRATIVE & GENERAL.....	_____	_____	_____
MANAGEMENT FEE.....	_____	_____	_____
ADVERTISING & SALES PROMOTION.....	_____	_____	_____
PAYROLL & PAYROLL TAXES.....	_____	_____	_____
OTHER ADMINISTRATIVE.....	_____	_____	_____
(22) UTILITIES.....	_____	_____	_____
ELECTRICITY.....	_____	_____	_____
WATER & SEWER.....	_____	_____	_____
OTHER UTILITIES.....	_____	_____	_____
(23) MAINTENANCE & REPAIR.....	_____	_____	_____
MAINTENANCE & REPAIR PAYROLL.....	_____	_____	_____
ELECTRIC, PLUMBING, HVAC REPAIRS.....	_____	_____	_____
EXTERIOR REPAIRS.....	_____	_____	_____
PARKING LOT REPAIRS.....	_____	_____	_____
ROOF REPAIR.....	_____	_____	_____
CONTRACT REPAIRS.....	_____	_____	_____
MISCELLANEOUS MAINTENANCE & REPAIRS.....	_____	_____	_____
JANITORIAL.....	_____	_____	_____
(24) SERVICES.....	_____	_____	_____
TRASH REMOVAL.....	_____	_____	_____
LANDSCAPE.....	_____	_____	_____
SECURITY.....	_____	_____	_____
MISCELLANEOUS.....	_____	_____	_____
STORE RENTAL.....	_____	_____	_____
(25) INSURANCE (ONE (1) YEAR ONLY).....	_____	_____	_____
(26) RESERVES FOR REPLACEMENT.....	_____	_____	_____
(27) TOTAL OPERATING EXPENSES.....	_____	_____	_____
(28) TOTAL COSTS AND EXPENSES (TOTAL LINE (18) & (27)).....	_____	_____	_____
(29) GROSS OPERATING PROFIT.....	_____	_____	_____

**PLEASE FILL OUT FRONT & BACK OF FORM**  
 NOTE: IF YOU WOULD LIKE TO PROVIDE THIS OFFICE WITH A PROFIT AND LOSS STATEMENT (YEAR  
 END 2024) AND RENT ROLL AS OF JANUARY 1, 2025 IN LIEU OF FILLING THIS FORM OUT, PLEASE DO SO.

**OTHER EXPENSES:** \$

(30) INTEREST EXPENSE CHARGED THIS PERIOD.....  
(31) DEPRECIATION EXPENSE CHARGED THIS PERIOD.....  
(32) PROPERTY TAX EXPENSE CHARGED THIS PERIOD.....  
(33) GROUND RENT.....

**ADDITIONAL INFORMATION:**

NUMBER OF AVAILABLE ROOMS.....  
PERCENT (%) OF OCCUPANCY DURING 2024.....  
AVERAGE ROOM RATE DURING 2024.....  
AGE.....

**RESTAURANT - # OF SEATS      LOUNGE - # OF SEATS      BANQ. FACILITIES - SQ. FT.      CONV. ROOMS - SQ. FT.**

\_\_\_\_\_  
\_\_\_\_\_

**LEASED OPERATIONS:** NUMBER OF SQ. FT.      MONTHLY RENT

RESTAURANT RETAIL SPACE.....  
OTHER (DESCRIBE \_\_\_\_\_)  
TERMS OF LEASE.....

**OTHER PROPERTY INFORMATION:** DATE      PRICE

IF YOU PURCHASED THIS PROPERTY SINCE 2022 GIVE:      DATE \_\_\_\_\_  
IF YOU HAD THIS PROPERTY CONSTRUCTED SINCE 2022 GIVE:      DATE \_\_\_\_\_ (Price)  
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.....  
HOW LONG ON MARKET.....

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PREPARER INFORMATION:**

PERSON PREPARING RETURN \_\_\_\_\_  
OWNER: \_\_\_\_\_ AGENT: \_\_\_\_\_  
DATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

# HOTEL AND MOTEL INCOME AND EXPENSE ANALYSIS

## DEFINITIONS AND INSTRUCTIONS

### INCOME

- LINE (1): REPORT THE SUM OF ALL INCOME THAT WAS RECEIVED FROM THE RENTAL OF ROOMS.
- LINE (2): REPORT INCOME RECEIVED FROM FOOD CONCESSIONS.
- LINE (3): REPORT INCOME FROM BEVERAGE SERVICE.
- LINE (4): REPORT INCOME FROM BANQUET AND CONVENTION SERVICE.
- LINE (5): REPORT INCOME FROM TELEPHONE.
- LINE (6): REPORT ANY OTHER INCOME RECEIVED.
- LINE (7): TOTAL OF LINES (1) THROUGH (6).
- LINE (8): REPORT INCOME FROM COMMISSIONS, I.E. VENDING SERVICES, AUTO RENTAL, ETC. AND CONCESSIONS, I.E. BARBER SHOPS, CHECKROOMS AND VALET SERVICES.
- LINE (9): REPORT INCOME FROM STORE RENTAL AND OFFICE RENTAL IF APPLICABLE.
- LINE (10): TOTAL OF LINES (8) AND (9).
- LINE (11): TOTAL OF LINES (7) AND (10).

### EXPENSES

**NOTE: DO NOT INCLUDE UNDER ANY EXPENSE CATEGORY, (QUESTIONS 12-18), SUCH ITEMS AS GROUND RENT, MORTGAGE INTEREST, AMORTIZATION, DEPRECIATION, INCOME TAXES, OR CAPITAL EXPENDITURES, AS THESE ARE NOT REFLECTIVE OF OPERATING EXPENSES.**

- LINE (12): DIRECT COSTS ASSOCIATED WITH INCOME FROM ROOMS.
- LINE (13): DIRECT COSTS ASSOCIATED WITH THE SALE OF FOOD.
- LINE (14): DIRECT COSTS ASSOCIATED WITH THE SALE OF BEVERAGES.
- LINE (15): DIRECT COSTS ASSOCIATED WITH INCOME FROM BANQUET AND CONVENTION FACILITIES.
- LINE (16): DIRECT COSTS ASSOCIATED WITH INCOME FROM TELEPHONE SALES.
- LINE (17): OTHER EXPENSES ASSOCIATED WITH LINE (6) ABOVE.
- LINE (18): TOTAL LINES (12) THROUGH (17).
- LINE (19): LINE (11) LESS LINE (18).
- LINE (20): FRANCHISE FEE IF APPLICABLE.
- LINE (21): INCLUDE ALL ADMINISTRATIVE CHARGES AND COSTS NOT INCLUDED IN OTHER CATEGORIES. IF SALES TAX 7.5% OF GROSS RENT OR BED TAX HAS BEEN INCLUDED IN INCOME, SHOW AMOUNT REMITTED HERE.
- LINE (22): INCLUDE ALL UTILITIES COSTS FOR THIS BUILDING.
- LINE (23): 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 (24): INCLUDE COSTS ASSOCIATED WITH THE PROPERTY ONLY.
- LINE (25): INCLUDE ONE YEAR INSURANCE CHARGES FOR FIRE, LIABILITY, THEFT AND ALL OTHER INSURANCE PREMIUMS EXCEPT WORKMAN'S COMP. AND BENEFIT PLANS.
- LINE (26): IF YOUR ACCOUNTING SYSTEM ALLOWS FOR ENTRIES INTO THIS TYPE OF ACCOUNT, INCLUDE THE TOTAL AMOUNT HELD AS RESERVE ON THIS LINE.
- LINE (27): TOTAL OF LINES (20) THROUGH (26).
- LINE (28): TOTAL OF LINES (18) & (27).
- LINE (29): TOTAL (11) LESS LINE (28).

### OTHER INFORMATION

- LINE (30): 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 (31): 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 (32): 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 (33): IF YOU HAVE GROUND LEASE, PLEASE ENTER AMOUNT HERE.