

**2025 INCOME AND EXPENSE ANALYSIS: MINI/SELF STORAGE WAREHOUSES**

For calendar or fiscal year 2024 (12 months)

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

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 Address: \_\_\_\_\_

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

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

GROSS POSSIBLE RENTS @ 100% OCCUPANCY

(1) WAREHOUSE SPACE..... \_\_\_\_\_

(2) OTHER RENTABLE AREA (RV/BOAT STORAGE)..... \_\_\_\_\_

(3) GROSS POSSIBLE RENTS 100%..... \_\_\_\_\_

(4) VACANCY AND RENT LOSS..... \_\_\_\_\_

(5) NET RENTAL INCOME..... \_\_\_\_\_

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

(6) ANCILLARY INCOME..... \_\_\_\_\_

(7) TOTAL INCOME FROM PROPERTY OPERATIONS..... \_\_\_\_\_

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

(8) UTILITIES..... \_\_\_\_\_

ELECTRICITY..... \_\_\_\_\_

WATER & SEWER..... \_\_\_\_\_

OTHER UTILITIES..... \_\_\_\_\_

(9) MAINTENANCE & REPAIR..... \_\_\_\_\_

MAINTENANCE & REPAIR PAYROLL..... \_\_\_\_\_

ELECTRIC, PLUMBING, HVAC REPAIRS..... \_\_\_\_\_

EXTERIOR REPAIRS..... \_\_\_\_\_

PARKING LOT REPAIRS..... \_\_\_\_\_

ROOF REPAIRS..... \_\_\_\_\_

CONTRACT REPAIRS..... \_\_\_\_\_

MISCELLANEOUS MAINTENANCE AND REPAIRS..... \_\_\_\_\_

JANITORIAL..... \_\_\_\_\_

SUPPLIES..... \_\_\_\_\_

(10) SERVICES..... \_\_\_\_\_

TRASH REMOVAL..... \_\_\_\_\_

LANDSCAPE..... \_\_\_\_\_

SECURITY..... \_\_\_\_\_

MISCELLANEOUS..... \_\_\_\_\_

(11) ADMINISTRATIVE..... \_\_\_\_\_

MANAGEMENT FEE..... \_\_\_\_\_

ADVERTISING..... \_\_\_\_\_

RENTAL TAX (SEE INSTRUCTIONS)..... \_\_\_\_\_

PAYROLL & PAYROLL TAXES..... \_\_\_\_\_

OTHER ADMINISTRATIVE..... \_\_\_\_\_

(12) PROPERTY INSURANCE (ONE (1) YEAR ONLY)..... \_\_\_\_\_

(13) RESERVES FOR REPLACEMENT..... \_\_\_\_\_

(14) TOTAL OPERATING COSTS..... \_\_\_\_\_

**OTHER EXPENSE INFORMATION:** \$

(15) INTEREST EXPENSE CHARGED THIS PERIOD..... \_\_\_\_\_

(16) DEPRECIATION EXPENSE CHARGED THIS PERIOD..... \_\_\_\_\_

(17) PROPERTY TAX EXPENSE CHARGED THIS PERIOD..... \_\_\_\_\_

(18) GROUND RENT..... \_\_\_\_\_

(19) CAPITAL EXPENDITURES...(DESCRIBE)..... \_\_\_\_\_

**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.



# MINI-SELF STORAGE WAREHOUSE INCOME AND EXPENSE ANALYSIS

## DEFINITIONS AND INSTRUCTIONS

### INCOME

LINES (1), REPORT THE SUM OF ALL RENTS THAT COULD HAVE BEEN COLLECTED IF 100% OF AND (2): THESE AREAS HAD BEEN OCCUPIED. EXCLUDE THE VALUE OF THE LEASING OFFICE.

LINE (3): TOTAL OF LINES (1) AND (2).

LINE (4): TEMPORARILY SKIP THIS LINE. FILL IN LINE (5), AND THEN COME BACK TO THIS LINE.

LINE (5): SHOW AMOUNT ACTUALLY COLLECTED FROM ALL SOURCES INDICATED ON LINES (1) AND (2) THEN SUBTRACT LINE (5) FROM LINE (3) AND ENTER THE DIFFERENCE ON LINE (4).

LINE (6): ADDITIONAL INCOME GENERATED FROM ANCILLARY SOURCES SUCH AS LATE FEES, SUPPLY SALES, LOCK SALES, ETC.

LINE (7): TOTAL OF LINES (5) AND (6).

### EXPENSES (THOSE PAID BY LANDLORD)

**NOTE: DO NOT INCLUDE UNDER ANY EXPENSE CATEGORY SUCH ITEMS AS GROUND RENT, MORTGAGE INTEREST, AMORTIZATION, DEPRECIATION, INCOME TAXES, OR CAPITAL EXPENDITURE, AS THESE ARE NOT REFLECTIVE OF OPERATING EXPENSES.**

LINE (8): INCLUDE ALL UTILITIES COSTS FOR THIS BUILDING EVEN IF SOME OF THESE COSTS ARE BILLED BACK TO YOUR TENANTS.

LINE (9): INCLUDE ALL MAINTENANCE AND REPAIR CHARGES ASSOCIATED WITH THE BUILDING. DO NOT INCLUDE ANY CAPITAL EXPENDITURES.

LINE (10): INCLUDE COSTS ASSOCIATED WITH THIS BUILDING ONLY.

LINE (11): INCLUDE ALL ADMINISTRATIVE CHARGES AND COSTS NOT INCLUDED IN OTHER CATEGORIES. IF SALES TAX 7.5% OF GROSS RENT HAS BEEN INCLUDED IN INCOME, SHOW AMOUNT REMITTED HERE.

LINE (12): INCLUDE ONE YEAR INSURANCE CHARGES FOR FIRE, LIABILITY, THEFT AND ALL OTHER INSURANCE PREMIUMS EXCEPT WORKMAN'S COMPENSATION AND BENEFIT PLANS.

LINE (13): IF YOUR ACCOUNTING SYSTEM ALLOWS FOR ENTRIES INTO THIS TYPE OF ACCOUNT, INCLUDE THE TOTAL AMOUNT HELD AS RESERVE ON THIS LINE.

LINE (14): TOTAL OF LINES (10) THROUGH (15).

### OTHER INFORMATION

LINE (15): 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 (16): IF YOU WOULD LIKE TO PROVIDE THIS OFFICE WITH THE TOTAL AMOUNT OF REAL ESTATE DEPRECIATION CHARGES FOR THIS REPORTING PERIOD, DO SO ON THIS LINE.

LINE (17): 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 (18): IF YOU HAVE A GROUND LEASE, PLEASE ENTER AMOUNT HERE.

LINE (19): INVESTMENTS OF CASH FOR BUILDING ADDITIONS, SITE IMPROVEMENTS OR RENOVATIONS, AS DISTINGUISHED FROM CASH OUTFLOWS FOR EXPENSE ITEMS THAT ARE NORMALLY CONSIDERED PART OF LAST YEAR'S FISCAL OPERATIONS.

**PLEASE COMPLETE REVERSE SIDE OF INCOME & EXPENSE ANALYSIS**