

## 2025 INCOME AND EXPENSE ANALYSIS: MOBILE HOME PARKS

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:** \$                      \$                      \$

GROSS POSSIBLE RENTS @ 100% OCCUPANCY

(1) SPACE RENTAL..... \_\_\_\_\_

(2) TRAILER RENTAL..... \_\_\_\_\_

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

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

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

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

(6) MISCELLANEOUS INCOME..... \_\_\_\_\_

(7) NON-REFUNDABLE INCOME..... \_\_\_\_\_

(8) TOTAL OTHER INCOME..... \_\_\_\_\_

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

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

(10) UTILITIES..... \_\_\_\_\_

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

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

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

(11) MAINTENANCE AND REPAIR..... \_\_\_\_\_

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

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

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

(12) SERVICES..... \_\_\_\_\_

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

CONTRACT YARD MAINTENANCE..... \_\_\_\_\_

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

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

(13) ADMINISTRATIVE..... \_\_\_\_\_

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

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

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

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

(14) INSURANCE (ONE (1) YEAR ONLY)..... \_\_\_\_\_

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

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

**OTHER EXPENSES:** \$

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

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

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

(20) GROUND RENT..... \_\_\_\_\_

**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.**

RENTABLE AREAS:	NUMBER OF UNITS	MONTHLY ASKING RENT
SINGLE SPACES.....	_____	_____
DOUBLE SPACES.....	_____	_____
TRAILERS, SINGLE.....	_____	_____
TRAILERS, DOUBLE.....	_____	_____
STORAGE SPACE.....	_____	_____
RENTAL SPACE.....	_____	_____
OTHER (DESCRIBE _____).....	_____	_____

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	_____

TYPE OF PARK:	YES	NO
1. RENT ONLY SPACES.....	_____	_____
2. RENT SPACES & TRAILERS.....	_____	_____
3. ALL RENTAL SPACES HAVE RENTAL TRAILERS.....	_____	_____
4. IS THE PARK CONNECTED TO CITY SEWER.....	_____	_____
5. PERCENTAGE OF TRAILERS THAT RENT BY THE WEEK.....	_____	_____
6. RENT CONCESSIONS.....	_____	_____

**COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREPARER INFORMATION:**

PERSON PREPARING RETURN \_\_\_\_\_

OWNER: \_\_\_\_\_ AGENT: \_\_\_\_\_

DATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**MOBILE HOME PARKS  
INCOME AND EXPENSE ANALYSIS  
DEFINITIONS AND INSTRUCTIONS**

**INCOME**

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

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): INCOME RECEIVED FROM LAUNDRY, VENDING, PETS, ETC. DO NOT INCLUDE PREPAID RENTS OR INTEREST INCOME.

LINE (7): NON-REFUNDABLE APPLICATION FEES, NON-REFUNDABLE DEPOSITS, ETC.

LINE (8): TOTAL OF LINES (6) AND (7).

LINE (9): TOTAL OF LINES (5) AND (8).

**EXPENSES**

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

LINE (10): INCLUDE ALL UTILITIES COSTS FOR THIS PROPERTY EVEN IF SOME OF THESE COSTS ARE BILLED BACK TO YOUR TENANTS.

LINE (11): INCLUDE ALL MAINTENANCE AND REPAIR CHARGES ASSOCIATED WITH THIS PROPERTY.

**\*\* 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 (12): INCLUDE ALL COSTS ASSOCIATED WITH THIS PROPERTY ONLY.

LINE (13): 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 (14): INCLUDE ONE YEAR INSURANCE CHARGES FOR FIRE, LIABILITY, THEFT AND ALL OTHER INSURANCE PREMIUMS EXCEPT WORKMAN'S COMP. AND BENEFIT PLANS.

LINE (15): IF YOUR ACCOUNTING SYSTEM ALLOWS FOR ENTRIES INTO THIS TYPE OF ACCOUNT, INCLUDE THE TOTAL AMOUNT HELD AS RESERVE ON THIS LINE.

LINE (16): TOTAL OF LINES (10) THROUGH (15).

**OTHER EXPENSES**

LINE (17): 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 (18): 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 (19): 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 (20): IF YOU HAVE A GROUND LEASE, PLEASE ENTER AMOUNT HERE.