

**APARTMENT
INCOME AND EXPENSE ANALYSIS**

DEFINITIONS AND INSTRUCTIONS

- LINE (1): REPORT THE SUM OF ALL RENTS THAT COULD HAVE BEEN COLLECTED IF 100% OF THE APARTMENTS HAD BEEN OCCUPIED. IF ANY APARTMENTS ARE OWNER OCCUPIED, I.E. MANAGERS QUARTERS, MODELS, ETC., ESTIMATE AND INCLUDE THE MARKET RENTAL VALUE OF SPACE. INCLUDE AMOUNTS COLLECTED IN RENT SUBSIDIES.
- LINE (2): TEMPORARILY SKIP THIS LINE. FILL IN LINES (3), (4), (5), AND (6), THEN COME BACK TO THIS LINE WITH THE SUM OF LINES (3) THROUGH (6).
- LINE (3): ENTER TOTAL AMOUNT OF VACANCY.
- LINE (4): ENTER TOTAL AMOUNT OF RENTAL CONCESSIONS.
- LINE (5): ENTER TOTAL AMOUNT OF LOSS TO LEASE.
- LINE (6): NONREVENUE UNITS (CORPORATE, EMPLOYEE, OR MODELS).
- LINE (7): SHOW RENTS ACTUALLY COLLECTED. SUBTRACT LINE (2) FROM LINE (1) AND ENTER THE DIFFERENCE HERE.
- LINE (8): INCOME RECEIVED FROM LAUNDRY, VENDING, PETS, MAID SERVICE, ETC. DO NOT INCLUDE PREPAID RENTS OR INTEREST INCOME.
- LINE (9): NONREFUNDABLE APPLICATION FEES, NONREFUNDABLE DEPOSITS, ETC.
- LINE (10): AMOUNT OF UTILITY REIMBURSEMENTS (IF APPLICABLE).
- LINE (11): TOTAL OF LINES (8) THROUGH (10).
- LINE (12): TOTAL OF LINES (7) AND (11).

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

LINE (14): INCLUDE ALL MAINTENANCE AND REPAIR CHARGES ASSOCIATED WITH THIS COMPLEX (DO NOT INCLUDE PAYROLL WHICH IS INCLUDED IN LINE 16 OR REPLACEMENTS WHICH IS INCLUDED IN LINE 19).

**** 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 (15): INCLUDE COSTS ASSOCIATED WITH THIS COMPLEX ONLY.

LINE (16): INCLUDE ALL COSTS ASSOCIATED WITH THIS COMPLEX ONLY. MAINTENANCE & REPAIR PAYROLL - ADD AMOUNT AND STATE NO. OF EMPLOYEES. ADMINISTRATIVE PAYROLL - INCLUDE MANAGER, LEASING, BOOKKEEPER. ENTER AMOUNT AND STATE NO. OF EMPLOYEES. PAYROLL TAXES - ENTER AMOUNT. EMPLOYEE INSURANCE & WORKMAN'S COMP - ENTER AMOUNT.

LINE (17): INCLUDE ALL ADMINISTRATIVE CHARGES AND COSTS NOT INCLUDED IN OTHER CATEGORIES.

LINE (18): INCLUDE ONE YEAR INSURANCE CHARGES FOR FIRE, LIABILITY, THEFT, AND ALL OTHER INSURANCE PREMIUMS EXCEPT WORKMAN'S COMP. AND BENEFIT PLANS.

LINE (19): IF YOUR ACCOUNTING SYSTEM ALLOWS FOR ENTRIES INTO THIS TYPE OF ACCOUNT, INCLUDE THE TOTAL AMOUNT HELD AS RESERVE ON THIS LINE.

LINE (20): TOTAL OF LINES (13) THROUGH (19).

LINE (21): 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 (22): 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 (23): 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.