



Marsha M. Faux, CFA, ASA
Polk County Property Appraiser
INCOME/EXPENSE ANALYSIS: DUPLEX, TRIPLEX OR QUADRAPLEX
(For Previous Calendar Year 1/1 through 12/31)
REAL ESTATE DIVISION

ADA Compliant
R. 01/2024

BUSINESS / COMPLEX NAME:

PROPERTY LOCATION:

PARCEL ID:

INCOME:

RENTAL INCOME		\$
VACANCY	%	# UNITS
COLLECTION LOSS	\$	
MISCELLANEOUS INCOME	\$	
TOTAL INCOME		\$

UTILITIES INCLUDED IN RENT: (CHECK ALL THAT APPLY)

ELECTRIC	WATER	SEWER	CABLE
INTERNET	PHONE	OTHER:	

CAPITAL EXPENDITURES:

PLEASE PROVIDE THE COST OF ANY CAPITAL IMPROVEMENTS COMPLETED IN THE PAST CALENDAR YEAR

AMOUNT OF CAPITAL EXPENDITURES \$

PLEASE DESCRIBE THE CAPITAL EXPENDITURES IN THE SPACE PROVIDED BELOW.

CAPITAL EXPENDITURES ARE EXPENSES THAT DO NOT TYPICALLY OCCUR ON AN ANNUAL BASIS. EXAMPLES: ROOF REPLACEMENT, BUILDING ADDITION, STORM DAMAGE, REMODEL OF AN EXISTING BUILDING, ETC.

SALE OR LISTING INFORMATION:

DID YOU PURCHASE THE PROPERTY IN THE PAST 2-YEARS? YES NO

IF YES, DID THE PURCHASE INCLUDE ANY ADDITIONAL PROPERTIES? (LIST BELOW)

IF NO, IS THE PROPERTY CURRENTLY LISTED? WHAT IS THE LIST PRICE?

PLEASE FILL OUT ALL PAGES OF THE FORM

NOTE: IN LIEU OF THE FORM, A YEAR END PROFIT & LOSS STATEMENT AND RENT ROLL AS OF JANUARY 1ST CAN BE PROVIDED

RENTAL UNIT INFORMATION:

UNIT TYPE	UNIT SIZE (SqFt)	# OF UNITS	\$/MONTH	# OCCUPIED
EFFICIENCY				
STUDIO				
1 BR 1 BATH				
2 BR 1 BATH				
2 BR 1 1/2 BATH				
2 BR 2 BATH				
3 BR 2 BATH				
TOWNHOUSE 2 BR				
TOWNHOUSE 3 BR				
MANUFACTURED HOME				
OTHER				

PREMIUM CHARGES: (floor location, garages, covered parking, storage units, etc.)

DESCRIPTION	# AVAILABLE	\$/MONTH	# OCCUPIED
1ST FLOOR UNIT			
2ND FLOOR UNIT			
3RD FLOOR UNIT			
GARAGE			
COVERED PARKING			
STORAGE UNITS			
OTHER:			

ADDITIONAL COMMENTS:**PREPARER INFORMATION:**

NAME & TITLE
EMAIL ADDRESS
TELEPHONE #
DATE

INCOME & EXPENSE DEFINITIONS

Rental Income: The total of all rents collected.

Vacancy: List either the % of units vacant or the total number of units vacant as of Dec. 31st

Collection Loss: The amount of money lost due to nonpayment of rent

Miscellaneous Income: Any additional income collected not included in the rent payments.

Property Insurance: Include one year of insurance charges for fire, liability, theft and all other insurance premiums *EXCEPT* workman's comp, health insurance and benefit plans.

Utilities: Include all utility costs (i.e. electricity, water, gas, cable, telephone, etc.) for the property even if some of these costs are billed back to the tenant.

Repairs & Maintenance: These expenses account for the on-going upkeep and maintenance of the park, such as common area landscaping, lighting, fire/security systems, septic system maintenance, pest control, contracted services, repairs/maintenance of the property, and related supplies. Please include the renewal of small parts of any property component but exclude the replacement of any substantial part of the property (see Capital Expense Items).

Management Fee: Annual fee paid by an owner to a management company to oversee day-to-day operation of property. This is typically based on a percentage of collected rent and is not payroll.

Payroll & Benefits: Includes the wages, salaries, benefits, payroll taxes and related worker's compensation expenses for the on-site staff needed to operate the property, including any onsite manager.

Advertising & Marketing: Includes online and direct mail advertising, print ads, promotional items, resident referral discounts, and related expenses to obtain residents and promote the property in the market.

Professional Fees: Fees paid to hire a professional such as legal counsel, financial advisors or an independent accounting firm.

General & Administrative: Includes the supplies and services that support the off-site or on-site office management activities for the property, as well as general fees for operation. Expenses include phone, tenant screening, registration programs, and related expenses that support the administrative activities of the operation.

Reserves for Replacement: An annual expense or reserve set aside to replace short-lived items (parking lot, interior finishes, HVAC systems, appliances, etc.) that wear faster than the long-lived items (structure, foundation, pipes, electric wiring, HVAC ducts, etc.). This item reflects money the owner saves for future replacement of a short-lived item and is sometimes required by a lender on a commercial property loan.

Capital Expense Items: These items are expenses that do not typically occur on an annual basis. Examples: roof replacement, building addition, storm damage, remodel of an existing building, etc.