

Thank you in advance for submitting your income and expense data. Once completed, please submit the form via email, mail or fax before April 15<sup>th</sup>, 2018. You may also submit a profit and loss statement and a rent roll, instead of completing the form.

All taxpayer financial records provided in response to this request are confidential pursuant to section 195.027(3), Florida Statutes and are exempt from public records requests.

**Email to:** [sobilg@hcpafl.org](mailto:sobilg@hcpafl.org)

**Or mail to:** Hillsborough County Property Appraiser  
601 E. Kennedy Blvd., 15<sup>th</sup> Floor  
Tampa, FL 33602-4932  
Attn. Greg Sobil

**Or Fax to:** 813.307.4448

*We appreciate your cooperation with this request.*

For more information, or to have a form mailed to you, please contact the Commercial Department at (813) 276-8841



**INCOME AND EXPENSE STATEMENT FOR OFFICES**  
 For Year Ended 12/31/

Folio \_\_\_\_\_

Owners Name \_\_\_\_\_

Property Address \_\_\_\_\_

Property Type	Owner Occupied (sq. ft.)	Leased (sq. ft.)	Vacant (sq. ft.)	Total (sq. ft.)	Annual Rent Per square feet		
					Net	Mod Gross	Gross
Single Tenant							
Multi-Tenant							
Medical							
Other							

**Income**

1.) Potential Gross Rent (as if 100% occupied)				1
2.) Less Vacancy				2
3.) Less Collection Loss				3
4.) Tenant Reimbursements (Taxes, Insurance, C.A.M, Utilities)				4
5.) Miscellaneous Income (please explain) _____				5
6.) EFFECTIVE GROSS INCOME				6

**Expenses**

7.) Management Fees				7
8.) Payroll				8
9.) Administrative (Advertising, Legal, Accounting etc.)				9
10.) Utilities				10
11.) Repairs				11
12.) Grounds Maintenance (Trash, Landscape, Parking Lot etc.)				12
13.) Janitorial and Building Maintenance				13
14.) Reserves for Replacements				14
15.) Insurance Premiums				15
16.) Other Expenses (Not including interest on mortgage)				16
17.) Real Estate Taxes				17
18.) Tangible Personal Property Taxes				18
19.) Other Taxes				19
20.) Total Expenses				20
21.) NET OPERATING INCOME				21
22.) Capital Expenditures (please explain) _____				22