

JOHN C. EMERSON, CFA
HERNANDO COUNTY PROPERTY APPRAISER
PHONE: (352) 754-4190
WEBSITE: www.hernandocounty.us/pa

◆ **BROOKSVILLE OFFICE** ◆
201 Howell Avenue, Suite 300
Brooksville, FL 34601-2042
Fax Numbers:

Administration (352) 754-4198
Real Property/Tangible (352) 754-4198
Exemptions/Central GIS (352) 754-4194



"To Serve & Assess With Fairness"

◆ **WESTSIDE OFFICE** ◆
7525 Forest Oaks Blvd.
Spring Hill, FL 34606-2400
Fax Numbers:
Addressing (352) 688-5060
Exemptions (352) 688-5088

Dear Commercial Property Owner:

It is our responsibility to consider all approaches to value in the valuation process. Please consider this a formal request from the Hernando County Property Appraiser's Office to acquire the real property income and expenses regarding your property. In order to determine the fair market value of your property, please submit all true applicable income and expenses generated for the year ending December 31, 2022.

Pursuant to Florida Statutes 195.027 (3), the Property Appraiser shall be able to obtain access to financial records relating to non-homestead property in which records are required to make a determination of the proper assessment as to the particular property in question. Access shall be provided only to those records which pertain to the property physically located in the taxing county as of January 1 of each year and to the income from such property generated in the taxing county for the year in which a proper assessment is made. All records produced by the taxpayer under the subsection – F.S. 195.027(3) – shall be deemed to be **confidential in the hands of the Property Appraiser** and shall not be divulged to any person, firm or corporation, except under court order or order of an administrative body having quasi-judicial powers in ad valorem tax matters.

Please return the following information to the **Brooksville** address listed above by **April 1, 2023**:

- Detailed income and expense information for the calendar year of 2022 (See Attached Forms).
- Detailed rents as of January 1, 2023 (for the 2022 year). Please include a detailed rent roll including unit number, tenant name/business name or if vacant state "vacant space", rentable area of each unit, lease start and end date, rent start and end date (if rent changes during the year please state the date and rental amount changes), and CAM per unit. CAM (Common Area Maintenance) is any expense that is reimbursed by the tenant to the landlord in addition to base rent. Please do not include sales tax. Report the sum of all rents that could be collected if the property were 100% occupied. If a portion of the property is owner occupied, please state this. If tenants are on "percentage leases", please state the dollar volume of sales and breakpoint for each said tenant and the amount of "percentage rent." Please include any other additional income.
- Please show common expenses and the like for each tenant. Please provide a breakdown of the expense as shown on the attached form. Please do not provide real estate taxes.
- Please **DO NOT** provide a tax return or a statement of assets and liabilities. This does not provide the information needed to value your property.

Failure to reply could result in your data not being considered in the valuation of your property. You are encouraged to respond as soon as possible and may provide your own computer-generated format to any of the items above. If you have any questions, please do not hesitate to contact Melissa Culin at (352) 754-4190 Ext. 25114, or Melissa.Culin@co.hernando.fl.us.

Thank you in advance for your cooperation.

John C. Emerson
Hernando County Property Appraiser

REAL PROPERTY INCOME AND EXPENSE RETURN

CONFIDENTIAL

KEY NUMBER/LOCATION ADDRESS	PROPERTY USE			
	** Please select a use. Select all that are applicable.			
	<input type="checkbox"/>	Apartments	<input type="checkbox"/>	Industrial
	<input type="checkbox"/>	Hotel/Motel	<input type="checkbox"/>	Mobile Home/RV Park
	<input type="checkbox"/>	Retail	<input type="checkbox"/>	Self/Mini-Storage
	<input type="checkbox"/>	Office	<input type="checkbox"/>	Other
	<input type="checkbox"/>	Restaurant	<input type="checkbox"/>	Gas Station/Convenience Store
SIGNATURE:				
DATE:				
PHONE NUMBER:				

*****If any portion of the property is for rent or rented, please complete Section 1 of this form applicable to the property use and complete all of Section 2. Attach additional sheets if necessary. Also, please include owner/manager occupied space in the total leasable area.**

SECTION 1					
INCOME DATA AS OF JANUARY 1, 2023 (FOR THE 2022 YEAR)					

RETAIL, OFFICE, INDUSTRIAL, OR OTHER	TOTAL LEASABLE SQUARE FEET		YEARLY POTENTIAL GROSS INCOME		ACTUAL YEARLY INCOME COLLECTED	
	UNIT NUMBER/TENANT NAME	UNIT SIZE (SF)	RENTAL AMOUNT		CAM	MONTHS
			ASKING RENT	ACTUAL RENT	AMOUNT	VACANT

APARTMENTS		TOTAL NO. OF UNITS		YEARLY POTENTIAL GROSS INCOME		ACTUAL YEARLY INCOME COLLECTED	
UNIT TYPE	NO. OF UNITS	MONTHLY RENT (Average Per Unit Type)		RENT CONCESSIONS (Discounts or Free Rent)		NO. OF MONTHS VACANT (Average Per Unit Type)	
EFFICIENCY							
ONE BEDROOM							
TWO BEDROOM							
THREE BEDROOM							
FOUR BEDROOM							

IS THE PROPERTY, OR A PORTION, SECTION 8 /HUD HOUSING? YES OR NO IF SO, HOW MANY UNITS?

IS THE PROPERTY GOVERNMENT SUBSIDIZED? YES OR NO IF SO, REPORT AMOUNT COLLECTED UNDER OTHER INCOME ON 2ND PAGE

HOTEL/MOTEL		TOTAL NO. OF ROOMS		YEARLY POTENTIAL GROSS INCOME		ACTUAL YEARLY INCOME COLLECTED	
ROOM TYPE	NO. OF ROOMS	DAILY RATE		MONTHLY RATE		OCCUPANCY RATE	
		SEASONAL	NON-SEASONAL	SEASONAL	NON-SEASONAL	SEASONAL	NON-SEASONAL

SECTION 1 CONTINUED

MOBILE HOME/RV PARK	TOTAL NO. OF LOTS	TOTAL NO. OF HOMES	YEARLY POTENTIAL GROSS INCOME		ACTUAL YEARLY INCOME COLLECTED	
SPACE TYPE	NO. OF SPACES PER TYPE		MONTHLY LOT RENT PER SPACE	SEASONAL LOT RENT PER SPACE	OVERALL % VACANT AS OF JAN. 1, 2023	
MOBILE HOME LOT						
MOBILE HOME LOT & UNIT						
RV LOT						
RV LOT & UNIT						

SELF/MINI-STORAGE	TOTAL NO. OF UNITS	YEARLY POTENTIAL GROSS INCOME	ACTUAL YEARLY INCOME COLLECTED

*****List each unit size/type and if it is climate or non-climate controlled**

UNIT TYPE	NO. OF UNITS	MONTHLY RENT (Average Per Unit Type)	RENT CONCESSIONS (Discounts or Free Rent)	OVERALL % VACANT AS OF JAN. 1, 2023

SECTION 2

OTHER INCOME

REAL ESTATE TAX REIMBURSEMENT	
REAL ESTATE INSURANCE REIMBURSEMENT	
UTILITIES REIMBURSEMENT (ELECTRIC, WATER, SEWER, TRASH, ETC.)	
COMMON AREA MAINTENANCE (GROUND & LANDSCAPING UPKEEP, PARKING LOT UPKEEP)	
PERSONAL SERVICES (LAUNDRY, VENDING, ETC.)	
SUBSIDY (GOVERNMENT OR OTHERWISE)	
OTHER INCOME (SPECIFY)	

EXPENSE DATA AS OF JANUARY 1, 2023 (FOR THE 2022 YEAR)

INSURANCE (REAL ESTATE ONLY)	
UTILITIES (ELECTRIC, WATER, SEWER, TRASH, ETC.)	
MANAGEMENT	
PAYROLL	
ADMINISTRATION (ADVERTISING, PROFESSIONAL FEES, OFFICE SUPPLIES, ETC.)	
SUPPLIES	
MAINTENANCE & REPAIRS	
SERVICES (GROUNDS, POOL, ETC.)	
RESERVES FOR REPLACEMENTS	
OTHER (SPECIFY)	

***DO NOT INCLUDE RE TAXES, DEBT SERVICE, INTEREST, DEPRECIATION, AMORTIZATION, OR CAPITAL EXPENDITURES**