

## HOTELS, MOTELS AND RESORTS

### NAME OF PROPERTY:

PARCEL ID \_\_\_\_\_ (IF THIS IS AN ECONOMIC UNIT, LIST THE LEAD PARCEL)

TOTAL NO. OF ROOMS: \_\_\_\_\_ RESTAURANT: (Y / N) \_\_\_\_\_ LOUNGE: (Y / N) \_\_\_\_\_ MEETING ROOMS: (Y / N) \_\_\_\_\_

AVERAGE DAILY RATE = \$ \_\_\_\_\_. ATTACH COPY OF CURRENT ROOM/RENT RATES

INCOME DATA SUMMARY: PROVIDE LATEST THREE YEAR HISTORY.

### ANNUAL OCCUPANCY RATE FOR THE PAST THREE YEARS:

LAST YEAR: \_201\_\_ = \_\_\_\_\_% SECOND YEAR: \_201\_\_ = \_\_\_\_\_% THIRD YEAR: \_201\_\_ = \_\_\_\_\_%

	Last Year	Two Years Ago	Three Years Ago
	Year: _201__	Year: _201__	Year: _201__
POTENTIAL GROSS INCOME (100% OCCUPANCY) =	\$ _____	\$ _____	\$ _____
VACANCY AND COLLECTION LOSS (ACTUAL)	- _____	- _____	- _____
ADJUSTED GROSS INCOME	= _____	_____	_____
FOOD AND BEVERAGE INCOME	+ _____	+ _____	+ _____
TELEPHONE INCOME	+ _____	+ _____	+ _____
OTHER INCOME (SERVICE, MISC., ETC.)	+ _____	+ _____	+ _____
EFFECTIVE GROSS INCOME	= _____	_____	_____
TOTAL OF ALL EXPENSES	- _____	- _____	- _____
NET OPERATING INCOME	= \$ _____	\$ _____	\$ _____

**NOTE: IF THE PROPERTY IS SUBJECT TO A TIMESHARE PLAN (IN WHOLE OR IN PART) PLEASE ATTACH SALES/MARKETING/OWNERSHIP DATA ESTABLISHING VALUE LEVELS**

### ADDITIONAL INFORMATION / REMARKS

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I certify under the pains and penalties of perjury that the information supplied herewith is true and correct (all lines below MUST be completed) and that this information has been submitted to the Assessors Office within the 60 day deadline as required by law:

Submitted by (Print Name): \_\_\_\_\_ Title: \_\_\_\_\_ Phone#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: You may submit any additional documents to support the income and expense information.

## HOTELS, MOTELS AND RESORTS EXPENSE DATA

### PROVIDE THREE YEAR HISTORY

NOTE: FOR PROPER ANALYSIS, ALL EXPENSES REPORTED SHOULD BE THE **ACTUAL** AMOUNT INCURRED EACH YEAR UNDER THE ACCRUAL METHOD OF ACCOUNTING.

**DISALLOWED EXPENSES:** DEPRECIATION, MORTGAGE DEBT SERVICE and PROPERTY TAX (effective tax rate will be added to the capitalization rate).

	Last Year Year _201__	Two Years Ago Year: _201__	Three Years Ago Year: _201__
<b><u>DEPARTMENTAL EXPENSES</u></b>			
ROOM EXPENSES	\$ _____	\$ _____	\$ _____
FOOD AND BEVERAGE EXPENSES	_____	_____	_____
TELEPHONE EXPENSES	_____	_____	_____
OTHER (DESCRIBE: _____)	_____	_____	_____
<b><u>ADMINISTRATIVE EXPENSES</u></b>			
MANAGEMENT FEES	_____	_____	_____
FRANCHISE FEES	_____	_____	_____
ADVERTISING / PROMOTION	_____	_____	_____
ADMINISTRATIVE / SALARIES	_____	_____	_____
<b><u>PROPERTY OPERATING EXPENSES</u></b>			
UTILITIES	_____	_____	_____
INSURANCE	_____	_____	_____
BLDG. MAINTENANCE AND REPAIRS	_____	_____	_____
PARKING LOT AND COMMON AREA	_____	_____	_____
SERVICE CONTRACTS	_____	_____	_____
JANITORIAL	_____	_____	_____
SUPPLIES	_____	_____	_____
OTHER (DESCRIBE: _____)	_____	_____	_____
<b><u>MAJOR REPLACEMENTS / REPAIRS</u></b> (From Pg. 3)			
	_____	_____	_____
<b>TOTAL OF ALL EXPENSES =</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**NOTE:** Attach any additional documents necessary to itemize expenses or replacements not sufficiently explained above.

**201**

**MAJOR REPLACEMENT / REPAIRS**

	DATE	TOTAL COST	÷	AVG. LIFE (YRS)	=	ANNUAL AMT.
HEATING / COOLING	_____	\$ _____	÷	_____	=	\$ _____
ROOFING	_____	\$ _____	÷	_____	=	\$ _____
FLOOR COVERINGS	_____	\$ _____	÷	_____	=	\$ _____
APPLIANCES / WATER HEATER	_____	\$ _____	÷	_____	=	\$ _____
PAINTING (MULTI-UNIT)	_____	\$ _____	÷	_____	=	\$ _____
OTHERS	_____					
(DESCRIBE: _____ _____)	_____	\$ _____	÷	_____	=	\$ _____
TOTAL FOR LAST YEAR					=	\$ _____

**201**

**MAJOR REPLACEMENT / REPAIRS**

	DATE	TOTAL COST	÷	AVG. LIFE (YRS)	=	ANNUAL AMT.
HEATING / COOLING	_____	\$ _____	÷	_____	=	\$ _____
ROOFING	_____	\$ _____	÷	_____	=	\$ _____
FLOOR COVERINGS	_____	\$ _____	÷	_____	=	\$ _____
APPLIANCES / WATER HEATER	_____	\$ _____	÷	_____	=	\$ _____
PAINTING (MULTI-UNIT)	_____	\$ _____	÷	_____	=	\$ _____
OTHERS	_____					
(DESCRIBE: _____ _____)	_____	\$ _____	÷	_____	=	\$ _____
TOTAL FOR TWO YEARS AGO					=	\$ _____

**201**

**MAJOR REPLACEMENT / REPAIRS**

	DATE	TOTAL COST	÷	AVG. LIFE (YRS)	=	ANNUAL AMT.
HEATING / COOLING	_____	\$ _____	÷	_____	=	\$ _____
ROOFING	_____	\$ _____	÷	_____	=	\$ _____
FLOOR COVERINGS	_____	\$ _____	÷	_____	=	\$ _____
APPLIANCES / WATER HEATER	_____	\$ _____	÷	_____	=	\$ _____
PAINTING (MULTI-UNIT)	_____	\$ _____	÷	_____	=	\$ _____
OTHERS	_____					
(DESCRIBE: _____ _____)	_____	\$ _____	÷	_____	=	\$ _____
TOTAL FOR THREE YEARS AGO					=	\$ _____

**NOTE:** Attach any additional documents necessary to itemize expenses or replacements not sufficiently explained above.