

**HOTEL/MOTEL INCOME QUESTIONNAIRE**

FOR THE 36 MONTHS FROM: 2023 TO 2025

NAME AND LOCATION OF PROPERTY

OWNER AND ADDRESS OF RECORD

TOTAL NUMBER OF RENTABLE ROOMS \_\_\_\_\_

NUMBER OF PARKING SPACES \_\_\_\_\_

	2023	2024	2025
AVERAGE RATE/ROOM/DAY	\$ _____	\$ _____	\$ _____
AVERAGE NUMBER OF ROOMS OCCUPIES/DAY	\$ _____	\$ _____	\$ _____
PERCENTAGE OF OCCUPANCY FOR THE YEAR	\$ _____	\$ _____	\$ _____
REVPAR (REVENUE PER AVAILABLE ROOM)	\$ _____	\$ _____	\$ _____
TOTAL # OF BEDS _____	ANNUAL OCCUPANCY RATE _____		

PLEASE ATTACH A CURRENT BALANCE SHEET FOR PERSONAL PROPERTY AND DEFINED INTANGIBLE ASSETS WITH ASSIGNED VALUES.

ACTUAL INCOME & EXPENSES ARE REQUIRED. AN ITEMIZED COMPUTER PRINTOUT MAY BE ATTACHED IN LIEU OF FILLING OUT THIS SECTION.

REVENUE FROM OPERATIONS:

	2023	2024	2025
1. ROOM RENTALS	\$ _____	\$ _____	\$ _____
2. FOOD & BEVERAGE	\$ _____	\$ _____	\$ _____
3. OTHER INCOME (LIST)	\$ _____	\$ _____	\$ _____
4. RETAIL TENANTS (LIST)	\$ _____	\$ _____	\$ _____

DEPARTMENTAL EXPENSES: (COST OF GOODS SOLD, DEPARTMENTAL WAGES, ETC.)

5. ROOMS	\$ _____	\$ _____	\$ _____
6. FOOD & BEVERAGE	\$ _____	\$ _____	\$ _____
7. OTHER COSTS (LIST)	\$ _____	\$ _____	\$ _____

UNALLOCATED EXPENSES:

8. ADMINISTRATIVE COSTS (LIST)	\$ _____	\$ _____	\$ _____
9. MARKETING	\$ _____	\$ _____	\$ _____
10. ELECTRICITY & UTILITIES	\$ _____	\$ _____	\$ _____
11. MAINTENANCE & REPAIRS (LIST)	\$ _____	\$ _____	\$ _____
12. INSURANCE	\$ _____	\$ _____	\$ _____
13. MANAGEMENT FEE	\$ _____	\$ _____	\$ _____
14. FRANCHISE FEE	\$ _____	\$ _____	\$ _____
OTHER EXPENSES:			
15. REAL ESTATE TAXES	\$ _____	\$ _____	\$ _____
16. BUILDING DEPRECIATION	\$ _____	\$ _____	\$ _____
17. MORTGAGE INTEREST PAYMENT	\$ _____	\$ _____	\$ _____
18. RESERVES FOR REPLACEMENTS (LIST)	\$ _____	\$ _____	\$ _____
19. CAPITAL EXPENDITURES (LIST)	\$ _____	\$ _____	\$ _____
20. FURNITURE, FIXTURES & EQUIPMENT TOTAL VALUES	\$ _____	\$ _____	\$ _____
21. OTHER INTANGIBLE VALUES ASSIGNED	\$ _____	\$ _____	\$ _____

MORTGAGE/SALES INFORMATION:

1. IS THERE A CURRENT MORTGAGE ON THE PROPERTY? Yes \_\_\_\_\_ No \_\_\_\_\_ IF YES, PLEASE PROVIDE THE FOLLOWING DATA:

NAME OF MORTGAGEE _____	MORTGAGE AMOUNT _____	MONTHLY PAYMENT _____	INTEREST RATE _____	TERM OF MORTGAGE _____
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2. PLEASE PROVIDE: DATE PURCHASED \_\_\_\_\_ CONSIDERATION \_\_\_\_\_

3. IS THERE A LEASE OR MANAGEMENT AGREEMENT? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 IF SO, SUMMARIZE THE TERM AND CONDITIONS OF THE AGREEMENT TYPE: \_\_\_\_\_ MANAGEMENT \_\_\_\_\_ LEASE \_\_\_\_\_ SALE-LEASEBACK  
 LESSEE OR MANAGEMENT COMPANY: \_\_\_\_\_ DATE \_\_\_\_\_ TERM \_\_\_\_\_ FEE \_\_\_\_\_

4. PLEASE SUMMARIZE THE TERMS AND CONDITIONS OF THE FRANCHISE AGREEMENT:  
 FRANCHISE CO. \_\_\_\_\_ DATE \_\_\_\_\_ TERM \_\_\_\_\_ FEE \_\_\_\_\_

5. PERSONAL PROPERTY ACCOUNT NUMBER \_\_\_\_\_ ENTITY NAME \_\_\_\_\_

I DECLARE, UNDER THE PENALTIES OF PERJURY, THAT THE CONTENTS OF THIS FORM AND ALL THE ACCOMPANYING SCHEDULES AND STATEMENTS HAVE BEEN EXAMINED BY ME AND ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Title of Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name of Signer

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email