

HOTEL/MOTEL INCOME QUESTIONNAIRE

FOR THE 36 MONTHS FROM: 2017 TO 2019

NAME AND LOCATION OF PROPERTY

OWNER AND ADDRESS OF RECORD

TOTAL NUMBER OF RENTABLE ROOMS _____

NUMBER OF PARKING SPACES _____

	2017	2018	2019
AVERAGE RATE/ROOM/DAY	\$ _____	\$ _____	\$ _____
AVERAGE NUMBER OF ROOMS OCCUPIED/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. AN ITEMIZED COMPUTER PRINTOUT MAY BE ATTACHED IN LIEU OF FILLING OUT THE INCOME & EXPENSE SECTION BELOW.

REVENUE FROM OPERATIONS:	2017	2018	2019
1. ROOM RENTALS	\$ _____	\$ _____	\$ _____
2. FOOD & BEVERAGE	\$ _____	\$ _____	\$ _____
3. OTHER INCOME (LIST)	\$ _____	\$ _____	\$ _____
4. RETAIL TENANTS (LIST)	\$ _____	\$ _____	\$ _____
<u>DEPARTMENTAL EXPENSES:</u> (COST OF GOODS SOLD, DEPARTMENTAL WAGES, ETC.)			
5. ROOMS	\$ _____	\$ _____	\$ _____
6. FOOD & BEVERAGE	\$ _____	\$ _____	\$ _____
7. OTHER COSTS (LIST)	\$ _____	\$ _____	\$ _____
<u>UNALLOCATED EXPENSES:</u>			
8. ADMINISTRATIVE COSTS (LIST)	\$ _____	\$ _____	\$ _____
9. MARKETING	\$ _____	\$ _____	\$ _____
10. ELECTRICITY & UTILITIES	\$ _____	\$ _____	\$ _____
11. MAINTENANCE & REPAIRS (LIST)	\$ _____	\$ _____	\$ _____
12. INSURANCE	\$ _____	\$ _____	\$ _____
13. MANAGEMENT FEE	\$ _____	\$ _____	\$ _____
14. FRANCHISE FEE	\$ _____	\$ _____	\$ _____
<u>OTHER EXPENSES:</u>			
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:

- IS THERE A CURRENT MORTGAGE ON THE PROPERTY? Yes () No () IF YES, PLEASE PROVIDE THE FOLLOWING DATA:

NAME OF MORTGAGEE _____	MORTGAGE AMOUNT _____	INTEREST RATE _____
		TERM OF MORTGAGE _____
- PLEASE PROVIDE: DATE PURCHASED _____ CONSIDERATION _____
- 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 _____
- PLEASE SUMMARIZE THE TERMS AND CONDITIONS OF THE FRANCHISE AGREEMENT:
FRANCHISE CO. _____ DATE _____ TERM _____ FEE _____
- 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 RP-61 (REV. 01/2020)