



Motel Income and Expense Reporting Form

Property Information

Property Owner _____ Geocode _____
 Property Address _____ Doing Business As (DBA) or
 Mailing Address _____ Building Name _____

Income and Expense Data

Reported income as of 12/31/ _____ Please round to nearest dollar

1. Total room revenue \$ _____

2. Other revenue

Food or restaurant rent \$ _____

Bar/lounge rent \$ _____

Casino rent..... \$ _____

Telephone \$ _____

Miscellaneous income..... \$ _____

3. Departmental costs and expenses

Rooms..... \$ _____

Cost of food..... \$ _____

Cost of beverages..... \$ _____

Telephone \$ _____

Other operated departments..... \$ _____

4. Undistributed operating expenses

Administrative and general \$ _____

Franchise fee \$ _____

Marketing \$ _____

Property operations and maintenance..... \$ _____

Energy costs \$ _____

Other unallocated operated departments \$ _____

5. Fixed charges

Insurance \$ _____

Management..... \$ _____

Reserve for replacement..... \$ _____

Signature

Signature of Owner or Preparer Date SSN or FEIN

Print Name and Title Contact Phone Number

Email Address

Income and Expense Data (cont.)

Hotel/Motel Daily Rental Rates			
_____	Total rooms w/single beds	@ \$ _____	Night
_____	Total rooms w/double beds	@ \$ _____	Night
_____	Total suites	@ \$ _____	Night
_____	Extra persons	@ \$ _____	Night
_____	Total rentable rooms		
Average daily room rate of occupied room = _____			
Average daily number of rooms rented = _____			

Project Amenities (Check any that may apply.)			
<input type="checkbox"/>	Swimming pool	<input type="checkbox"/>	Exercise room
<input type="checkbox"/>	Hot tub	<input type="checkbox"/>	Restaurant
<input type="checkbox"/>	Sauna	<input type="checkbox"/>	Bar
<input type="checkbox"/>	Guest laundry	<input type="checkbox"/>	Beauty shop
<input type="checkbox"/>	Shops	<input type="checkbox"/>	Coffee shop
<input type="checkbox"/>	Game room	<input type="checkbox"/>	Meeting rooms

Annual square foot rental data - Market rent is the rent currently required if the property/unit were vacant.								
Floor level		Leasable area in square feet	Type of lease	Term of lease		Annual market rent \$	Additional annual income \$	Annual average vacancy percent
				From year	To year			
From:	To:							
From:	To:							
From:	To:							
From:	To:							
From:	To:							
From:	To:							

Please be advised that you are required to report if you have business equipment with a market value of \$100,000 or more. If you have or have recently acquired business equipment with a market value that exceeds \$100,000, please check the box below to receive a business equipment reporting form if one has not already been provided to you.

Please send me a business equipment reporting form.