

**INCOME AND EXPENSES INFORMATION**

Property Address: \_\_\_\_\_

Map # \_\_\_\_\_

**REVENUES**

Rooms	\$ _____
Food	\$ _____
Beverages	\$ _____
Telephone	\$ _____
Rental	\$ _____
Parking	\$ _____
Other	\$ _____
(Explain).....	_____

\_\_\_\_\_  
**TOTAL REVENUES.....**

\$ \_\_\_\_\_

**DEPARTMENTAL COSTS AND EXPENSES**

**Rooms**

Salaries & Wages	\$ _____
Payroll Taxes & Benefits	\$ _____
Laundry, Linen & Guest Supplies	\$ _____
Commissions	\$ _____
Reservation Expense	\$ _____
Contract Cleaning	\$ _____
Equipment Leases	\$ _____
Other Room Expenses	\$ _____
(Explain).....	_____

\_\_\_\_\_  
**TOTAL ROOM EXPENSES.....**

\$ \_\_\_\_\_

**Food & Beverages**

Salaries & Wages	\$	_____
Payroll Taxes & Benefits	\$	_____
Laundry, Linen & Guest Supplies	\$	_____
China, Glassware, Silver & Linen	\$	_____
Contract Cleaning	\$	_____
Cost of Goods (Food & Bev)	\$	_____
Equipment Leases	\$	_____
Other Operating Costs	\$	_____
(Explain).....		

**TOTAL FOOD & BEVERAGES EXPENSES.....**

**\$**

**Telephone**

Telephone Expenses	\$	_____
Telephones Leases	\$	_____

**TOTAL TELEPHONE EXPENSES.....**

**\$**

**Other Departmental Expenses**

(Explain).....	\$	_____
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**TOTAL DEPARTMENTAL EXPENSES.....**

**\$**

**UNDISTRIBUTED OPERATING EXPENSES**

**Administrative and General**

Payroll & Administration	\$	_____
Legal & Accounting Fees	\$	_____
Other Administrative Expenses	\$	_____
(Explain).....		

**TOTAL ADMINISTRATIVE AND GENERAL EXPENSES.....**

**\$**

**Management**

Base Fee \$ \_\_\_\_\_  
Incentive Fee \$ \_\_\_\_\_  
Other..... \$ \_\_\_\_\_  
(Explain).....

**TOTAL MANAGEMENT.....**

\$

**Marketing**

Salaries, Wages & Benefits \$ \_\_\_\_\_  
Advertising \$ \_\_\_\_\_  
Franchise Fee \$ \_\_\_\_\_  
Other..... \$ \_\_\_\_\_  
(Explain).....

**TOTAL MARKETING.....**

\$

**Property Operations & Maintenance**

Payroll \$ \_\_\_\_\_  
Supplies \$ \_\_\_\_\_  
HVAC Repairs \$ \_\_\_\_\_  
Electric Repairs \$ \_\_\_\_\_  
Plumbing Repairs \$ \_\_\_\_\_  
Elevator Repairs/Maintenance \$ \_\_\_\_\_  
Exterior Repairs \$ \_\_\_\_\_  
Roof Repairs \$ \_\_\_\_\_  
Miscellaneous Repairs \$ \_\_\_\_\_  
(Explain).....

**TOTAL PROPERTY OPERATIONS AND MAINTENANCE.....**

\$

**Energy Costs**

Electricity \$ \_\_\_\_\_  
Gas \$ \_\_\_\_\_  
Fuel Oil \$ \_\_\_\_\_  
Water & Sewer \$ \_\_\_\_\_

**TOTAL ENERGY COSTS**..... \$

**Other Unallocated Expenses**

(Explain)..... \$ \_\_\_\_\_

**TOTAL UNIDISTRIBUTED EXPENSES** \$ \_\_\_\_\_

**Miscellaneous Taxes and Insurance**

Personal Property Taxes \$ \_\_\_\_\_  
Business License Tax \$ \_\_\_\_\_  
Insurance (Building) \$ \_\_\_\_\_  
Insurance (Contents) \$ \_\_\_\_\_

**Reserves for Replacement**

(Itemize) \$ \_\_\_\_\_

**TOTAL FIXED EXPENSES**..... \$

Real Estate Taxes \$ \_\_\_\_\_  
Renovations/Capital Improvements \$ \_\_\_\_\_  
(Explain).....

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Total numbers of rooms \_\_\_\_\_  
Capacity of conference/meetings facilities \_\_\_\_\_  
Average daily room rate achieved \_\_\_\_\_

**LEASED OPERATIONS**

Restaurants

Number \_\_\_\_\_ Total Seating Capacity \_\_\_\_\_

Gift Shop \_\_\_\_\_ \$ \_\_\_\_\_

Other (Explain).....

**FURNITURE, FIXTURES, & EQUIPMENT**

Historical Cost \_\_\_\_\_ \$ \_\_\_\_\_

Current Value as of (Date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \$ \_\_\_\_\_

Replacement Value \_\_\_\_\_

How are Reserves for Replacement calculated? \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How is management fee calculated?

\_\_\_\_\_

\_\_\_\_\_

How is franchise fee calculated?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH A COPY OF THE AVERAGE ROOM RATES BY CATEGORY(I.E. SINGLE, DOUBLE, TRANSIENT, GROUP, GOVERNMENT, SPECIAL, ETC.)**