

City of Danbury Assessor's Office

Hotel and Motel

Income and Expense Survey for Calendar Year 2018

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.

Property Name (if applicable) _____

Property Address _____

Form Preparer/Position _____

Telephone Number _____

General Data

Number of Available Rooms _____

<u>Room Configuration (number of rooms in each category) / Rates</u>			
	<u># Units</u>	<u>Rent/day/unit</u>	<u>Rent/week/unit</u>
Single	_____	_____	_____
Double	_____	_____	_____
King	_____	_____	_____
Suite	_____	_____	_____
Other	_____	_____	_____

Annual Occupancy _____

Annual Average Daily Rate (ADR) \$ _____

	<u>Segmentation of Annual Occupancy</u>				<u>Total</u>
	<u>Transient</u>	<u>Corporate</u>	<u>Group</u>	<u>Other</u>	
Percentage of Annual Occupancy	_____	_____	_____	_____	100 %
ADR for Segment	_____	_____	_____	_____	_____

Annual Department Revenue:

Rooms \$ _____

Conference Facilities \$ _____

Food and Beverage \$ _____

Telephone \$ _____

Minor Operated Departments \$ _____

Miscellaneous Rentals and Other Income \$ _____

Total Annual Revenue \$ _____

(Hotel and Motel Cont'd.)

2018 Annual Costs and Expenses:

Rooms	\$ _____	
Food and Beverage	\$ _____	
Telephone	\$ _____	
Minor Operated Departments	\$ _____	
Leased Equipment	\$ _____	
Administrative, Legal, Accounting	\$ _____	
Marketing	\$ _____	
HVAC	\$ _____	
Property Operation and Maintenance	\$ _____	
Total Operating Expenses	\$ _____	(2)
Gross Operating Profit (1 – 2)	\$ _____	(3)
Management Fees	\$ _____	(4)

Fixed Operating Charges:

Real Estate Taxes	\$ _____	
Personal Property Taxes	\$ _____	
Property Insurance	\$ _____	
Reserve for Capital Replacement	\$ _____	
Total Fixed Charges	\$ _____	(5)
Income Before Other Fixed Charges ¹ (3 – 4 – 5)	\$ _____	

Total Number of Room Nights Available in 2017 _____

Total Number of Room Nights Sold in 2017 _____

Comments or Additional Information (may be attached):

Return to the Assessor's office by July 10, 2019 to avoid a 10% Assessment Penalty.

_____/_____
Signature/Position Date

¹ Income before deducting Depreciation, Rent, Interest, Amortization and Income Taxes.