

*City of Danbury Assessor's Office*

**Hotel and Motel**

**Income and Expense Survey for Calendar Year 2015**

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>Transient</u>	<u>Corporate</u>	<u>Group</u>	<u>Other</u>	<u>Total</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.)

**2015 Annual Costs and Expenses:**

Rooms	\$ _____	
Food and Beverage	\$ _____	
Telephone	\$ _____	
Minor Operated Departments	\$ _____	
Leased Equipment	\$ _____	
Administrative, Legal, Accounting	\$ _____	
Marketing	\$ _____	
HVAC	\$ _____	
Property Operation and Maintenance	\$ _____	
<b>Total Operating Expenses</b>	\$ _____	(2)
<b>Gross Operating Profit</b> (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)
<b>Income Before Other Fixed Charges</b> <sup>1</sup> (3 – 4 – 5)	\$ _____	

Total Number of Room Nights Available in 2015 \_\_\_\_\_

Total Number of Room Nights Sold in 2015 \_\_\_\_\_

Comments or Additional Information (may be attached):

\_\_\_\_\_/\_\_\_\_\_  
Signature/Position Date

<sup>1</sup> Income before deducting Depreciation, Rent, Interest, Amortization and Income Taxes.