



Due Date: September 03, 2025

Roll Number:	
Description:	
Civic Address:	
Legal Description:	

ROOM COUNT		
Room Type	# of Units	Average Daily Rate
Single Queen		\$
Double Queen		\$
Single King		\$
Double King		\$
Queen Suites		\$
King Suites		\$
Total		\$

OCCUPANCY			
	July 1, 2022 to June 30, 2023	July 1, 2023 to June 30, 2024	July 1, 2024 to June 30, 2025
Average Occupancy for Year*	%	%	%

\* Occupancy – Ratio of Total Occupied Rooms to Total Available Rooms

CAPITAL EXPENDITURES			
	July 1, 2022 to June 30, 2023	July 1, 2023 to June 30, 2024	July 1, 2024 to June 30, 2025
Realty	\$	\$	\$
Furniture, Fixtures & Equipment (FF&E)			

QUALITY RATING GUIDE						
Interior Finish	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Standard	<input type="checkbox"/>
Time since last FF&E Upgrade	0 – 5 Years	<input type="checkbox"/>	5-10 Years	<input type="checkbox"/>	10 years+	<input type="checkbox"/>
Time since last Building Renovation	0 – 5 Years	<input type="checkbox"/>	5 - 10 Years	<input type="checkbox"/>	10 Years+	<input type="checkbox"/>

FRANCHISE INFORMATION	
Hotel Chain Name:	
Royalty Fee*	%
Marketing Fee*	%
Reservation Fee*	%
Loyalty Program Fee	
Technology/Support Fee	

\*Percentage of Gross Room Revenue

FINANCIAL INFORMATION FOR ROLL NO.			
	July 1, 2022 to June 30, 2023	July 1, 2023 to June 30, 2024	July 1, 2024 to June 30, 2025
REVENUE			
Rooms			
Food and Beverage			
Telephone			
Other (Please Specify)			
DEPARTMENT EXPENSES			
Rooms			
Food and Beverage			
Telephone			
UNDISTRIBUTED OPERATING EXPENSES			
Administration and General			
Management			
Advertising and Promotion			
Utilities			
Repairs			
Franchise Fee			
Other (Please Specify)			
Other (Please Specify)			
FIXED EXPENSES			
Insurance			
Property Taxes			
Reserves for Replacement			

APPRAISAL AND SALE INFORMATION

Have you had an appraisal on this property since **July 1, 2024**? ☐ Yes ☐ No

If yes, please include a copy of this report or indicate the appraised value, date of the appraisal, and its purpose:

Date: \_\_\_\_\_

Appraised Value: \_\_\_\_\_

Purpose: \_\_\_\_\_

Is your property currently listed for sale, or been listed since **July 1, 2024**? ☐ Yes ☐ No

If yes, what was the list price? \_\_\_\_\_

ACKNOWLEDGEMENT AND CERTIFICATION

By signing, I acknowledge and certify that:

I. The information provided is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Printed Name of Signatory Person: \_\_\_\_\_

Date: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_