



## **Guide for Completing Hotel/Motel Income and Expense Forms**

“Type of Hotel/Motel”:

‘Limited Service’ – no restaurant or banquet facilities, services to the guests are simple and may include a complimentary continental breakfast for example.

‘Full Service’ – include restaurant, banquet or conference facilities, there are more services offered to the guests than a limited service.

‘Suite/Extended Hotel’ – the rooms are set up to accommodate long stays, they typically have separate sleeping and living areas - there may be kitchenettes in the suite.

‘Gallorage’ - room rental contribute a minor portion of the business – the beverage room drives the income stream.

“Hotel/Motel Amenities”:

Check off the amenities that are offered in the hotel/motel. Please include the seating area in square feet of each amenity and whether it is licensed or not.

“Recreation/Other Facilities”:

Please check off what other facilities are available to the guests.

“Room Information”:

‘Total Rentable Rooms Available’ refers to number of rooms that are available for overnight accommodation only.

‘Total Occupied Rooms’: number of rooms that were rented out over the year.

‘Annual Occupancy Rate’ equals the total number of occupied room nights per year divided by the total number of rooms available per year expressed as a percentage.

The ‘Average Daily Rate’ is the average rental income per paid occupied room in a given period.

‘Number of Closed Rooms’: depicts the number of rooms that cannot be rented due to fire damage, renovations, etc. The length that the rooms were closed during the reporting period should be entered in as the number of months.

“Charges Typically included in the Room Rate” Check the appropriate boxes that coincide with your property that you are reporting on.

“Parking Details”:

Report the number of parking stalls that are surface or covered.

“Commercial Rent Roll Section”

Add in any commercial tenants that are part of the hotel/motel.

A: Tenant Name or Trade name

B: Tenant Information - Check the appropriate box to indicate if it is Owner Occupied, Leased or

Vacant

C: Floor Level: Main, First floor, Second floor, etc.

D: Space Type: For example, retail, office, restaurant, etc.

E: Rentable area in square feet

F: Negotiated Lease Date in Day/Month/Year format

G: Lease Expiry Date in Day/Month/Year format

H: Lease Type – type in ‘N’ for Net or ‘G’ for Gross

I: Rent Per Sq Ft: Report the rent per square foot

J: Rent per Month: Report the monthly rent

K: Monthly Occupancy Charges (If applicable)

L: Other Rents (\$/Month) Explain for example, Signs display.

M: Check off items that are paid for by the owner – if the owner pays some of the expenses please indicate with a checkmark.



“Annual Income Statement”

**Note: a complete financial statement can be submitted for the income/expense portion of the form if it contains all the necessary information.**

‘Room Revenue’ – is broken down by types of rooms in the hotel/motel, please indicate the number of rooms and the Posted Room Rates

‘RevPAR’ means the annual room revenue divided by rooms available or multiplying the ADR by its occupancy rate.

“Revenues” include:

- Food & Beverage ie coffee shop, dining facilities, banquet/conference rooms, beverage room sales, beverage off sales, lounge, room services, etc

‘Other Revenue’ include: VLT’s, ATM’s, telephone, parking, laundry, etc

‘Commercial Tenant Rent’ includes any rent collected from other tenants.

“Expense Statement”

‘Fixed Expenses’

Management Fees: Circle the appropriate response – Owner managed or Management Company

- Property and Liability Insurance
- Property Taxes
- Other (Please Specify)

‘Department Expenses’

- Room Related Expense
- Wages

‘Telephone (room)’

Other (Please Specify)

‘Undistributed Operating Expenses’ include:

- Administrative/ General Expenses which include manager’s office, front office (administration, data processing, night office, accounting), credit office (receiving clerks).
- Franchise Fees
- Marketing and Guest Entertainment
- Advertising and Promotion
- Legal and audit fees (Professional fees)
- Staff wages and benefits
- Office supplies

Property, Operations, Maintenance, & Energy Costs (POMECE)

- Repairs and Maintenance
- Heating
- Electricity
- Water and Sewer
- Garbage Removal/Exterminating
- Supplies and Materials
- Rentals (Miscellaneous Rental Costs)
- Elevators
- Other expenses (Explain)



## **Major Capital Expenses and Replacement Items**

**Furniture, Fixtures and Equipment (FF&E)** can include:

- Room Furnishings and equipment that are replaced during their useful life.
- Any equipment that is replaced over its useful life, not considered as a capital cost.

**Reserves for Replacement Allowance**

- Only capital costs that are annually budgeted related to the hotel building only; e.g. roof replacement, boiler, HVAC system, building envelope and structural repairs.