

INCOME/EXPENSE ANALYSIS: HOTEL AND MOTEL

For Calendar Year **2016**
REAL ESTATE DIVISION

CONFIDENTIAL

Per F. S. 195.027

Marsha M. Faux, CFA, ASA
Polk County Property Appraiser
255 N. Wilson Avenue
Bartow, Florida 33830-3901

BUSINESS NAME: _____

PROPERTY ADDRESS: _____

REAL ESTATE #: _____

INCOME:

Room Sales \$ _____
Food and Beverage Sales (Gross) \$ _____
Telephone Income \$ _____
Miscellaneous Income \$ _____

(1) ROOMS DEPARTMENT EXPENSES:

Payroll and Payroll Taxes \$ _____
Laundry and Dry Cleaning \$ _____
Operating Supplies \$ _____
Uniforms \$ _____
All Other Rooms Dept. Expenses \$ _____

(2) FOOD AND BEVERAGE EXPENSES:

A. COST OF SALES \$ _____
Food Cost \$ _____
Beverage Cost \$ _____
Other Cost \$ _____

B. DEPARTMENTAL EXPENSES:

Payroll and Related Expenses \$ _____
Music and Entertainment \$ _____
China, Glassware, Silver and Linen \$ _____
Contract Cleaning \$ _____
Laundry and Dry Cleaning \$ _____
Licenses \$ _____
Operating Supplies \$ _____
Uniforms \$ _____
All Other Food and Beverage \$ _____
Dept. Expenses \$ _____

(3) UNDISTRIBUTED OPERATING EXPENSES:

Management Fee (Includes wages) \$ _____
Insurance \$ _____
Dues and Subscriptions \$ _____
Office Supplies \$ _____
Security \$ _____
Advertising \$ _____
Telephone \$ _____
Electricity \$ _____
Water, Sewage and Garbage \$ _____
Gas \$ _____
Fuel \$ _____
Property Taxes \$ _____
Property Insurance \$ _____
Payroll Taxes \$ _____
Repairs and Maintenance \$ _____
Franchise Payment \$ _____
Leasing Fee (Rental) \$ _____
Miscellaneous Operating Expenses \$ _____

(4) RESERVES FOR REPLACEMENTS EXPENSES:

Roof \$ _____
Furniture and Furnishings \$ _____
Television Sets \$ _____
Restaurant Equipment \$ _____
Heating and AC System \$ _____
Other Site Improvements \$ _____
Miscellaneous \$ _____

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TYPE OF ROOMS	NUMBER OF ROOMS	*SEASON*	*SEASON*	*SEASON*	*SEASON*
		FROM: TO: ROOM RATES	FROM: TO: ROOM RATES	FROM: TO: ROOM RATES	FROM: TO: ROOM RATES
Single Occupancy _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Double Occupancy _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Kitchenettes _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Others _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Others _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Others _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Others _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Others _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
EFFECTIVE GROSS INCOME	_____	_____	_____	_____	_____

YEAR OCCUPANCY RATE _____ %

(PLEASE ATTACH ROOM RATES LIST FOR PREVIOUS YEAR)

SIGNATURE/TITLE _____
 DATE _____ TELEPHONE # _____
 EMAIL ADDRESS _____