



Hotel Motel Income and Expense Survey

V1 1/2020

Property Information

Property owner		Geocode	
Property address		Doing business as (DBA) or building name	
Mailing address			
Room Mix	Single Beds	Double Beds	Suites
Number of rooms			
Asking daily rate	\$	\$	\$
Year	2018		2019
Average daily rate (ADR)	\$		\$
Average occupancy		%	%
Annual income	2018		2019
Rooms	\$		\$
Food and beverage	\$		\$
Telecommunications	\$		\$
Rentals and other income	\$		\$
Annual Operating Expenses	2018		2019
Departmental Expenses			
Rooms	\$		\$
Food and beverage	\$		\$
Other expenses	\$		\$
Undistributed Expenses			
Administrative and general	\$		\$
Telecommunications	\$		\$
Marketing	\$		\$
Franchise fees	\$		\$
Utilities	\$		\$
Property operations and maintenance	\$		\$
Fixed Expenses			
Rent for land or equipment	\$		\$
Insurance	\$		\$
Property tax	\$		\$
Depreciation expenses	\$		\$
Mortgage interest	\$		\$
Management	\$		\$
Reserves for replacement	\$		\$
Capital expenses	\$		\$
Clarification for other expenses, irregularities, issues affecting certain items, etc.			
Survey completed by		Date	
Title		Contact phone	
Email address			

Hotel Motel Income and Expense Survey Terminology

Income Terms

Rooms—Income exclusively generated by room rentals.

Food and beverage—Income generated from the sale of food or beverages, including restaurant, bar or lounge income, or food pantry sales.

Telecommunications—Income generated by telecommunications services such as phone, internet, cable, and game or movie rental that may be provided in a hotel room.

Rentals and other income—Income generated from meeting room rentals, retail or office rentals, vending or laundry machines, and other income not included in another category.

Operating Expense Terms

Room expenses—Expenses including costs attributed to accommodations, including housekeeping, laundry, uniforms, guest room supplies, and wages for staff who service guests.

Food and beverage expenses—Operation expenses for restaurants, lounges, and complimentary breakfast.

Other expenses—Expenses not included in another category.

Administrative and general—Expenses including professional fees and other administrative costs such as general office supplies, postage, legal fees, and payroll specifically allocated to administration of the property.

Telecommunications—Expenses for telephone, internet services, and cable.

Marketing—Expenses for advertising and promoting the property such as online and direct mail advertising, print ads, and promotional items.

Franchise fees—Fees paid to a franchise for the benefit of exposure and advertising using a branded name.

Utilities—Expenses including electricity, gas, water, sewer, and trash.

Property operations and maintenance—Expenses for routine operation and maintenance of the property, including landscaping, snow removal, and salaries of employees dedicated to these services.

Rent for land or equipment—Expenses for cost of leasing land on which a building sits or renting equipment, such as bar equipment.

Insurance—Fixed expense of the property's annual insurance premium for replacement in case of fire or other property loss.

Property taxes—Amount paid for property taxes.

Depreciation expense—Annual non-cash expense used to recover the loss in value of an asset.

Mortgage Interest—Mortgage interest paid by owners to banks or other financial institutions on the property.

Management—The expense paid for management expenses, including salary and related management costs.

Reserves for replacement—Allowance or reserve for the replacement of short-lived items that will not last for the remaining economic life of a property.

Capital expenses—Expenses that do not typically occur on an annual basis. Examples include roof replacement, building addition, parking lot replacement, air conditioner replacement, etc.