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Office of the Commissioner of the Revenue
Hotel Income and Expense Survey
Loudoun County 2019 Assessment Valuation

B

Jan 1 2017 - Dec 31 2017

Tab

Owner Name:	PIN:
Management Company:	Phone Number:
Contact Person:	Email:
Project Name:	Signature:
Subject Address:	
Date:	Date:
Has there been an appraisal done on this property in the last three years?	Value:

PART I Property Information

Rooms

1.	Number of Rooms	1.	
2.	Number of Room Nights	2.	
3.	Number of Available Room Nights	3.	
4.	Average Daily Room Rate	4.	
5.	Occupancy Percentage	5.	
6.	Projected Average Daily Room Rate	6.	

Conference/Meeting Facilities

7.	Gross Area of Conference/Meeting Facilities	7.	
8.	Capacity of Conference/Meeting Facilities	8.	

Restaurant

9.	Number and Type of Restaurant	9.	
10	Seating Capacity	10.	
11.	If Leased, Amount	11.	

Furniture, Fixtures, and Equipment

12.	Historical Cost	12.	
13.	Current Value	13.	
14.	Replacement Value	14.	

PART II Revenues

1.	Rooms	1.	
2.	Food and Beverage	2.	
3.	Telecommunications	3.	
4.	Parking	4.	
5.	Rental Conference Facilities	5.	
6.	Meeting Rooms	6.	
7.	Other	7.	

PART III Expenses

Room

1.	Salaries and Wages	1.	
2.	Payroll Taxes and Benefits	2.	
3.	Laundry, Linen, and Guest Supplies	3.	
4.	Commissions	4.	
5.	Reservation Expense	5.	
6.	Contract Cleaning	6.	
7.	Equipment Leases	7.	
8.	Other	8.	

Telecommunication

9.	Telecommunication	9.	

Food and Beverage

10.	Salaries and Wages	10.	
11.	Payroll Taxes and Benefits	11.	
12.	Laundry, Linen, and Guest Supplies	12.	
13.	China, Glassware, Silverware	13.	
14.	Contract Cleaning	14.	
15.	Cost of Goods Sold	15.	
16.	Equipment Leases	16.	
17.	Other	17.	

Miscellaneous

18.	Miscellaneous	18.	

PART IV Undistributed Operating Cost and Expenses

Administrative and General

1.	Payroll and Administration	1.	
2.	Legal and Accounting	2.	
3.	Other	3.	

Management

4.	Base Fee	4.	
5.	Incentive Fee	5.	
6.	Other	6.	

Franchise Fee

7.	Franchise Fee	7.	
8.	Other	8.	

Operations and Maintenance

9.	Payroll	9.	
10.	Supplies	10.	
11.	HVAC Repairs	11.	
12.	Electric Repairs	12.	
13.	Plumbing Repairs	13.	
14.	Elevator Repairs/Maintenance	14.	
15.	Exterior Repairs	15.	
16.	Roof Repairs	16.	
17.	Other	17.	

Utility

18.	Electricity	18.	
19.	Water and Sewer	19.	
20.	Gas	20.	
21.	Other	21.	

Marketing

22.	Salaries, Wages, and Benefits	22.	
23.	Advertising	23.	
24.	Other	24.	

Miscellaneous

25.	Miscellaneous	25.	

Reserves for FF&E

26.	Reserves for FF&E	26.	

Miscellaneous Taxes and Insurance

27.	Tangible Business Property Tax	27.	
28.	Business License Tax	28.	
29.	Building Insurance	29.	
30.	Contents Insurance	30.	
31.	Other	31.	

Real Estate Taxes

32.	Total Real Estate Taxes	32.	

The Income and Expense information MUST be placed on this form. Please attach a detailed rent roll. Supplemental information such as operating statements can be included. If you should have any questions or need assistance, please contact our office.

OFFICIAL REQUEST: TITLE 58.1-3294 CODE OF VIRGINIA - Each statement shall be certified as to its accuracy by an owner of the real estate for which the statement is furnished, or a duly authorized agent thereof. Any statement required by this section shall be kept confidential in accordance with the provisions of § 58.1-3. The failure of the owner of income-producing property, except property producing income solely from the rental of no more than four dwelling units, and exceptproperty being used exclusively as an owner-occupied property, not as a hotel, motel, or office building over 12,000 square feet, and not engaged in a retail or wholesale business where merchandise for sale is displayed, to furnish a statement of income and expenses as required by this section shall bar such owner or his representative from introducing into evidence, or using in any other manner, any of the required but not furnished income and expense information in any judicial action brought under §58.1-3984.

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PART IV Notes

How are Reserves calculated?:

How are Management Fees calculated?:

How are Franchise Fees calculated?:

PART V Notes

PART VI Summary

Expenses

1.	Room……..	**1.**	$ 0
2.	Telecommunication……	**2.**	$ 0
3.	Food and Beverage……..	**3.**	$ 0
4.	Miscellaneous……	**4.**	$ 0
5.	Total……..	**5.**	$ 0

Undistributed Operating Costs and Expenses

1.	Administrative and General……	**1.**	$ 0
2.	Management……	**2.**	$ 0
3.	Franchise Fee……	**3.**	$ 0
4.	Operations and Maintenance……	**4.**	$ 0
5.	Utility……	**5.**	$ 0
6.	Marketing……	**6.**	$ 0
7.	Miscellaneous……	**7.**	$ 0
8.	Reserves for FF&E……	**8.**	$ 0
9.	Miscellaneous Taxes and Insurance……	**9.**	$ 0
10.	Total……	**10.**	$ 0

Revenues

12.	Total……	**12.**	$ 0

Rushmore Business Value

13.	Total……	**13.**	$ 0

Rushmore Return Of Personal Property

14.	Total……	**14.**	$ 0

Net Operating Income

15.	Total……	**15.**	$ 0

Click to Attach Documents

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