

HOTEL / MOTEL

INCOME AND EXPENSE QUESTIONNAIRE
FOR PERIOD BEGINNING 1/1/09 AND ENDING 12/31/09

RESPONSE DEADLINE: April 30, 2010

PLEASE ATTACH FULL YEAR 2009 PROFIT & LOSS STATEMENT, AND ROOM RENT ROLL INDICATING THE VARIOUS ROOM RATES IN & OUT SEASON. AND PLEASE FILL OUT THE FOLLOWING FORM:

NAME OF HOTEL / MOTEL: _____
TOTAL NUMBER OF RENTABLE ROOMS IN 2009: _____
TOTAL NUMBER OF ROOMS RENTED IN 2009: _____
IN-SEASON RATES = \$ _____ **# OF IN-SEASON NIGHTS:** _____
OFF-SEASON RATES \$ _____ **# OF OFF-SEASON NIGHTS:** _____
DISCOUNT DURING IN-SEASON: _____% **DURING OFF-SEASON:** _____%
ROOMS ARE TYPICALLY RENTED: NIGHTLY _____ **WEEKLY** _____ **Mo** _____
AVERAGE DAILY ROOM RATE IN 2009 (ADR): \$ _____
REVENUE /AVAILABLE ROOM IN 2009 (REVPAR): \$ _____

INCOME

ROOM REVENUES: \$ _____
RESTAURANT LEASE(S): \$ _____
OTHER INCOME: \$ _____
(PLEASE EXCLUDE FOOD & BEVERAGE INCOME)

EXPENSES

UTILITIES \$ _____
PROPERTY INSURANCE \$ _____
MANAGEMENT FEES \$ _____
MAINTENANCE & REPAIRS \$ _____
SALARIES \$ _____
ADVERTISING / MARKETING \$ _____
FRANCHISE FEES \$ _____
SUPPLIES \$ _____
RESERVES FOR REPLACEMENTS \$ _____
*(SPECIFY)**

TOTAL OPERATING EXPENSES \$ _____

NOTE: INCLUDE ONLY THOSE EXPENSES RELATED DIRECTLY TO THE HOTEL ROOM OPERATION. EXCLUDE ANY FOOD/BEVERAGE, DEPRECIATION EXPENSES.

*Please specify what is included in the **RESERVES FOR REPLACEMENTS** expense category. Failure to specify this item may exclude those expenses from being considered.

COMPLETED BY: _____ TITLE: _____
PRINT NAME
DATE: _____ PHONE: () _____



STATE OF FLORIDA
LEE COUNTY PROPERTY APPRAISER
KENNETH M. WILKINSON, C.F.A.



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INCOME QUESTIONNAIRE INSTRUCTIONS

Note: All information that you submit in response to this questionnaire will be held in strict confidence, as mandated by Florida Statute 195.027.

It is my responsibility as your Lee County Property Appraiser to annually determine the market value of all property in our county. In order to achieve the greatest possible accuracy in the valuation of Hotel/Motel properties (an income-driven property) this office each year conducts an income and expense survey. This survey information will be analyzed for the identification of market conditions in year 2009, and most importantly your specific property conditions and financial operation.

All supported information generated by this survey will be used to develop typical appraisal parameters and valuation models for Hotel/Motel's in Lee County.

If you fail to respond to this survey, the Lee County Property Appraiser will be required to assess your property utilizing strictly market parameters, as we would not have your specific financials when preparing valuation models and finalizing the Tax Roll. **Failure to submit the requested income data by April 30th, 2010 will preclude the Lee County Property Appraiser from considering the income data for the current tax year.**

If you would like assistance in completing the *income questionnaire*, you may contact *MARC SASSO* at (239) 533-6204 or e-mail Sassom@Leepa.org of the Commercial Department.

TANGIBLE PERSONAL PROP (TPP) INSTRUCTIONS

INSTRUCTIONS FOR FILING

TANGIBLE PERSONAL PROPERTY RETURN DR-405

Hotel/Motel owners must file a DR-405 return by 4/1/10 for TPP assets. These include but are not limited to office furniture & equipment, hotel furniture & equipment, décor, signage, appliances, etc. as required by 193.114, Florida Statutes. The TPP assessment will then be subtracted from the hotel's total value so as to avoid double taxation. A DR-405 will be mailed to you. If you do not receive this form by January 15, 2010, if you have any questions, or if you need assistance, please contact:

DEBORAH A. MAIER (239) 533-6142, or e-mail MaierD@Leepa.org

Thank you in advance for this confidential and important information.

Respectfully requested,

Kenneth M. Wilkinson, C.F.A.
Lee County Property Appraiser