



CITY OF CHARLOTTESVILLE
Office of Real Estate Assessment
PO Box 911, City Hall
Charlottesville, VA 22902
(434) 970-3136

ANNUAL HOTEL/MOTEL DATA SURVEY

INFORMATION SUBMITTED ON THIS FORM WILL NOT BE DIVULGED TO ANY UNAUTHORIZED PERSON, UNDER PENALTY OF LAW, SECTION 58. 1-3 CODE OF VIRGINIA

OWNER:

PARCEL NUMBER(S):

- Please note that we request either the attached form be completed or a computer generated income and expense statement may be provided from your own software.
- Please note this form can be downloaded at <https://www.charlottesville.gov/1410/Income-Expense-Forms>
- Please note that you can mail in the completed form or email it to: miltonwd@charlottesville.gov.

General Information

Name of Hotel on Business License		
Total Building Area		
Parking Area SF		
Total Parking Spaces		

Occupancy

Number of Rooms		
Available Room Nights		
Average Daily Rate		
Occupancy		
Rev Par		

Income Information

Room Revenue		
Sales of Food/Beverages Services		
Retail Sales		
Other Income		
Lease Income		
Total Income		

Departmental Expense

Room Expense		
Food Expense		
Retail Sales Expense		
Other Income Expense		
Lease Expense		
Total Departmental Expense		

<u>Undistributed Operating Expense</u>		
Administrative & General		
Management Fee		
Marketing		
Franchise Fee		
Property Operations & Maintenance		
Information		
Utilities		
Personal Property Tax		
Services		
Property Insurance		
Replacement Reserve		
Total Operation Expenses & Reserves		
Net Operating Income		