



CITY OF CHARLOTTESVILLE

City Assessor's Office

102 5th St. NE

Charlottesville, VA 22902

(434) 970-3136

*******CPPWCN'J QVGNIO QVGN'F CVC'UWTXGJ**

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 from the City of Charlottesville's web site at www.charlottesville.org. The City Assessor's link is listed in the Departments and Services section.
- Please note that you can either mail or email the completed form to the City Assessor's Office. Both addresses are listed on the City Assessor's web page referenced above. This is an interactive PDF form so you may also simply click on the icon on the last page to submit the completed form electronically.

<u>General Information</u>		
Name of Hotel on Business Licensee		
Total Building Area		
Total Basement Area		
Total Finished Area		
Unfinished Area		
Parking Area SF		
Total Parking Spaces		

<u>Property Information</u>		
Rooms:		
Suites		
King		
2 Queens		
2 Doubles		
Total Rooms		
Restaurant (Yes/No)		
Conference Area		
Amenities (Yes/No)		
Outdoor Pool		
Indoor Pool		
Tennis Courts		
Exercise Room		
Room Service		
Laundry		
Breakfast Bar		
Valet Parking		
Airport Services		

<u>Management Information</u>		
National Hotel Chain (yes/no)		
Franchise Fees		
Initial Fee		
Advertising Fee		
Royalty Fees		
Reservation Fees		
Under Management Contract (yes/no)		
How are Management fees Calculated?		

<u>Occupancy</u>		
total number of rooms sold		
Total rooms Available		
Average Occupancy Level		
Average Daily Rooms Rate		

<u>Income Information for 7</u>		
Actual Room Rental Income		
Sales of Food/sundry services		
Sales of Beverages		
Telephone Income		
Lease income		
Other Income		
Total Actual Income		

<u>Annual Operating Expense</u>		
Utilities		
water/sewer		
Electricity		
Gas		
Internet		
Phone		
Management and Administration		
payroll		
payroll expenses		
Management Fees		
Franchise Fees		
Advertising		
<u>Maintenance and Repair</u>		
Supplies		
HVAC		
Electrical/Plumbing Repairs		
Elevator Repairs		
Roof Repairs		
pool/recreation		
Common Area		
Decorating		
Other		
<u>Services</u>		
Janitorial/Cleaning		
Landscaping		
Trash		
Security		
Snow Removal		
Other		

<u>Insurance</u>		
Fire Casualty (One Year)		
Other taxes Fees		
Personal Property Tax		
Business license		
Other (Specify)		
Total Operating Expense		
Reserves for Replacements		
Total Operating Expense and Reserves		

Click the icon on the right to submit your completed form: