

City of Milwaukee Assessor’s Office Hotel/Motel Income and Expense Form

**CONFIDENTIAL PROPERTY DATA**

**Taxkey:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

**Instructions:** Enter the annual year end revenue and expenses for the items listed. Do not include depreciation allowance, taxes or mortgage payments as expenses. Prorate expenses that do not occur annually as capital expenditures.

Total Number of Rooms: \_\_\_\_\_ Average Annual Occupancy Percentage: \_\_\_\_\_

Revenue per Available Room: \_\_\_\_\_ Average Daily Room Rate: \_\_\_\_\_

Sales & Income	2018	2019	2020
Room Revenue			
Food			
Beverage			
Telecommunications			
Parking			
Rentals & Miscellaneous			
<b>Total sales and Income</b>			

**Departmental Expense**

Rooms			
Food & Beverage			
Telecommunications			
Parking			
Other			
<b>Total Departmental Expense</b>			

**Undistributed Operating Expense**

Administrative & General			
Sales / Marketing			
Energy Costs			
Repairs & Maintenance			
Other			
<b>Total Undistributed Operating Expenses</b>			

**Fixed Charges**

Insurance			
Management Fee			
Franchise Fees			
Reservation Network			
Rental Expense			
Reserves			
<b>Total Fixed Charges</b>			

2020 Capital Improvements: \_\_\_\_\_

\_\_\_\_\_ Contact Name          Email          Date          Telephone Number

*Information submitted will be held in strict confidence to the full extent of the law.*

Return Address: City of Milwaukee Assessor’s Office, 200 East Wells Street, Room 507, Milwaukee, Wisconsin 53202