

**\*\* CONFIDENTIAL \*\***  
**WILLIAMSON COUNTY, TENNESSEE**  
**PROPERTY ASSESSOR'S OFFICE**  
1320 West Main Street, Suite 300  
Franklin, Tennessee 37064  
(615) 790-5708

**Brad Coleman**  
Assessor of Property

Williamson County  
Tennessee  
[www.williamsoncounty-tn.gov](http://www.williamsoncounty-tn.gov)

**HOTEL / MOTEL PROPERTY INCOME AND EXPENSE QUESTIONNAIRE**

ALL INFORMATION FURNISHED BY THE PROPERTY OWNER WILL BE FOR THE USE OF THE WILLIAMSON COUNTY OFFICE OF THE PROPERTY ASSESSOR. UNDER THE AUTHORITY OF THE TENNESSEE COURT RULES ANNOTATED, RULES OF CIVIL PROCEDURE 34.01, THIS INFORMATION WILL BE REQUESTED AS APPLICABLE IN HEARINGS BEFORE THE STATE BOARD OF EQUALIZATION. ALL DATA FURNISHED WILL REMAIN CONFIDENTIAL IN ACCORDANCE WITH 67-5-402 OF THE TENNESSEE TAX CODE ANNOTATED, AND WILL NOT APPEAR ON ANY DOCUMENTS THAT ARE AVAILABLE TO THE PUBLIC.

**PLEASE COMPLETE AND RETURN TO THE ABOVE ADDRESS BY**

**May 1**

List all Map and Parcel numbers in this statement \_\_\_\_\_

Accounting Period: **Beginning** Month \_\_\_\_\_ Year \_\_\_\_\_ **Ending** Month \_\_\_\_\_ Year \_\_\_\_\_

Name of Project: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Name of Agent / Management Firm: \_\_\_\_\_

Address of Agent / Management Firm: \_\_\_\_\_  
\_\_\_\_\_

Does the Agent / Management Firm have an ownership in the property? YES or NO (please circle)

Are any operating expenses paid to persons with an ownership interest? YES or NO (attach explanation if YES)

NOTE: Income and Expense information will not be considered valid unless signed and dated by owner or officer of the corporation or an authorized agent as requested below. **IMPORTANT: AGENTS AND PROPERTY MANAGERS MUST ATTACH EXPRESS WRITTEN AUTHORITY FROM OWNER TO SIGN THIS FORM.**

**ALL OF THE INFORMATION PROVIDED HEREIN HAS BEEN EXAMINED BY ME AND IS TRUE, CURRENT AND COMPLETE, TO THE BEST OF MY KNOWLEDGE.**

Name: \_\_\_\_\_  
(Please print)

Signed \_\_\_\_\_  
(Signature of Owner or Authorized Agent)

Title \_\_\_\_\_

Company \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

**INCOME & EXPENSE INFORMATION**

**REVENUE**

Rooms \_\_\_\_\_  
Food \_\_\_\_\_  
Beverage \_\_\_\_\_  
Telephone \_\_\_\_\_  
Rental \_\_\_\_\_  
Parking \_\_\_\_\_  
Other \_\_\_\_\_  
(Please explain)

**TOTAL REVENUES..... \$ \_\_\_\_\_**

**DEPARTMENTAL EXPENSES**

**Rooms**

Salaries & Wages \_\_\_\_\_  
Payroll Taxes & Benefits \_\_\_\_\_  
Laundry, Linen & Guests \_\_\_\_\_  
Commissions \_\_\_\_\_  
Reservation Expense \_\_\_\_\_  
Contract Cleaning \_\_\_\_\_  
Equipment Leases \_\_\_\_\_  
Other Room Expenses \_\_\_\_\_  
(Please explain)

**TOTAL ROOM EXPENSES..... \$ \_\_\_\_\_**

**Food & Beverage**

Salaries & Wages \_\_\_\_\_  
Payroll Taxes & Benefits \_\_\_\_\_  
Laundry, Linen & Guests \_\_\_\_\_  
China, Glassware, Silver & Linen \_\_\_\_\_  
Contract Cleaning \_\_\_\_\_  
Cost of Goods Sold (Food & Bev) \_\_\_\_\_  
Equipment Leases \_\_\_\_\_  
Other Operating Costs \_\_\_\_\_  
(Please explain)

**TOTAL FOOD & BEVERAGE EXPENSES..... \$ \_\_\_\_\_**

**Other Departmental Expenses**

(Please explain) \_\_\_\_\_

**TOTAL OTHER DEPARTMENTAL EXPENSES..... \$ \_\_\_\_\_**

**TOTAL DEPARTMENTAL EXPENSES..... \$ \_\_\_\_\_**

**UNDISTRIBUTED OPERATING EXPENSES**

**Administrative & General**

Payroll & Admin \_\_\_\_\_  
Legal & Accounting \_\_\_\_\_  
Other (please explain) \_\_\_\_\_

**TOTAL ADMIN & GENERAL EXP..... \$ \_\_\_\_\_**

**Management**

Base Fee \_\_\_\_\_  
Incentive Fee \_\_\_\_\_  
Other (please explain) \_\_\_\_\_

**TOTAL MANAGEMENT EXP..... \$ \_\_\_\_\_**

**Marketing**

Salaries & Benefits \_\_\_\_\_  
Advertising \_\_\_\_\_  
Franchise Fee \_\_\_\_\_  
Other (please explain) \_\_\_\_\_

**TOTAL MARKETING EXP..... \$ \_\_\_\_\_**

**Property Operations & Maintenance**

Payroll \_\_\_\_\_  
Supplies \_\_\_\_\_  
HVAC Repairs \_\_\_\_\_  
Electric Repairs \_\_\_\_\_  
Plumbing Repairs \_\_\_\_\_  
Elevator Rep / Maint \_\_\_\_\_  
Exterior Repairs \_\_\_\_\_  
Roof Repairs \_\_\_\_\_  
Misc Repairs (please explain) \_\_\_\_\_

**TOTAL OPERATIONS & MAINTENANCE EXP.... \$ \_\_\_\_\_**

**Energy Costs**

Electricity \_\_\_\_\_  
Gas \_\_\_\_\_  
Fuel Oil \_\_\_\_\_  
Water & Sewer \_\_\_\_\_

**TOTAL ENERGY EXP..... \$ \_\_\_\_\_**

**TOTAL UNDISTRIBUTED EXPENSES..... \$ \_\_\_\_\_**

**Misc Taxes & Insurance**

Personal Property Taxes \_\_\_\_\_  
Business License Tax \_\_\_\_\_  
Insurance (building) \_\_\_\_\_  
Insurance (contents) \_\_\_\_\_  
Reserves for Replacement \_\_\_\_\_

**TOTAL FIXED EXPENSES..... \$ \_\_\_\_\_**

**TOTAL OVERALL EXPENSES \$ \_\_\_\_\_**

Total number of rooms \_\_\_\_\_

Capacity of conference / meeting facilities \_\_\_\_\_

Average daily room rate achieved \_\_\_\_\_

Occupancy percentage achieved \_\_\_\_\_

**Leased Operations**

Restaurants \$ \_\_\_\_\_  
Number \_\_\_\_\_ Seating Capacity \_\_\_\_\_

Gift Shop \$ \_\_\_\_\_

Other (explain) \$ \_\_\_\_\_

PLEASE ATTACH A COPY OF THE AVERAGE ROOM RATES BY CATEGORY (I.E., SINGLE, DOUBLE, GROUP, GOVERNMENT, SPECIAL, ETC.)