



**CITY OF MERIDEN OFFICE OF THE ASSESSOR**  
**Hotel and Motel**  
**Income and Expense Report for Calendar Year 2019**

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.

Property Location: \_\_\_\_\_ Owner of Record: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City, State, Zip : \_\_\_\_\_  
Property ID \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ email: \_\_\_\_\_

**GENERAL INSTRUCTIONS:** This form should be completed using the annual information for calendar year 2019, for all rented or leased commercial, retail, industrial or combination property. Identify the property and address; provide all income derived from this property, all expenses related to this property and any vacant space. The vacant space information should contain the terms you are marketing for this space. Complete Verification of Purchase price information if purchased within the last twenty-four months.

Each summary page should reflect information for a single property for the year of 2019. If you own more than one rental property, a separate report/form must be filed for each property in this jurisdiction. An income and expense report summary page and the appropriate income schedule must be completed for each rental property.

**General Data**

Name of Facility : \_\_\_\_\_  
Year Built \_\_\_\_\_ Year of last Renovation: \_\_\_\_\_  
Description of work: \_\_\_\_\_ Cost: \_\_\_\_\_  
Annual Occupancy \_\_\_\_\_  
Total Number of Rooms: \_\_\_\_\_  
Total Number of Room Nights Available in 2019 \_\_\_\_\_  
Total Number of Room Nights Sold in 2019 \_\_\_\_\_

**Room Configuration (number of rooms in each category)/Rates**

	# Units	Rent/day/unit	Rent/Week/unit
Single			
Double			
King			
Suite			
Other			

**Annual Average Daily Rate (ADR)** \$ \_\_\_\_\_

<b>Segmentation of Annual Occupancy</b>					
	Transient	Corporate	Group	Other	Total
Percentage of Annual Occupancy					100%
ADR for Segment					



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**Annual Gross Income**

Rooms \_\_\_\_\_  
Conference Facilities \_\_\_\_\_  
Food and Beverage \_\_\_\_\_  
Telephone \_\_\_\_\_  
Minor Operated Departments \_\_\_\_\_  
Miscellaneous Rentals and Other Income \_\_\_\_\_

**Total Annual Revenue \$ \_\_\_\_\_**

**Annual Cost of Goods Sold**

Rooms \_\_\_\_\_  
Food and Beverage \_\_\_\_\_  
Telephone \_\_\_\_\_  
Minor Operated Departments \_\_\_\_\_  
Other (Define) \_\_\_\_\_

**Cost of Goods Sold \$ \_\_\_\_\_**

**Effective Annual Income \$ \_\_\_\_\_**

(Total income – Cost of Goods Sold)



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**Annual Operating Expenses**

- Advertising \_\_\_\_\_
- Franchise Fees \_\_\_\_\_
- Replacement of Furniture Fixtures & Equipment \_\_\_\_\_
- Administrative \_\_\_\_\_
- Electric \_\_\_\_\_
- Exterminating \_\_\_\_\_
- Heat \_\_\_\_\_
- Insurance \_\_\_\_\_
- Janitorial/Cleaning \_\_\_\_\_
- Management \_\_\_\_\_
- Payroll \_\_\_\_\_
- Repair and Maint: Building \_\_\_\_\_
- Repair and Maint: Grounds \_\_\_\_\_
- Reserves for Replacement (Attach Detail) \_\_\_\_\_
- Rubbish Removal \_\_\_\_\_
- Security \_\_\_\_\_
- Sewer \_\_\_\_\_
- Snow Removal \_\_\_\_\_
- Supplies (Office, Cleaning,) \_\_\_\_\_
- Water \_\_\_\_\_
- Other (Define)\_\_\_\_\_
- Other (Define)\_\_\_\_\_
- Other (Define)\_\_\_\_\_
- Other (Define)\_\_\_\_\_

**Total Operating Expenses \$ \_\_\_\_\_**

**Net Operating Income \$ \_\_\_\_\_**  
 (Effective Annual Income – Total Operating Expenses)

**Please include a copy of your year-end Income Summary.**

Comments or Additional Information (may be attached):

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**Verification of Purchase Price**

Purchase Price	\$ _____	Down Payment	_____	Date of Purchase	_____	(Check One)	
Date of Last Appraisal	_____	Appraisal Firm	_____	Appraised Value	_____		
First Mortgage	\$ _____	Interest Rate	_____ %	Payment Schedule Term	_____ Years		
Second Mortgage	\$ _____	Interest Rate	_____ %	Payment Schedule Term	_____ Years		
Other	\$ _____	Interest Rate	_____ %	Payment Schedule Term	_____ Years		
Chattel Mortgage	\$ _____	Interest Rate	_____ %	Payment Schedule Term	_____ Years		

Did the purchase price include payment for furniture and or equipment ?  Yes  No

Has the property been listed for sale since your purchase?  Yes  No If, Yes please state Asking Price \_\_\_\_\_, Date Listed \_\_\_\_\_, Broker \_\_\_\_\_

Remarks: Explain special circumstances or reason for your purchase. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signature and Affidavit of Facts**

**As Required by Section 12-63c (d), of the Connecticut General Statutes, as amended, any owner of rental real property who fails to file this form, files an incomplete or false form with intent to defraud, shall be subject to a penalty assessment equal to a Ten Percent (10%) increase in the assessed value of such property.**

Any form returned incomplete will not be accepted and be subject to the 10 percent penalty. Any form received after August 15, 2020, will have a 10% penalty applied to the October 1, 2019 Grand List billing cycle.

I do hereby declare under penalties of false statement that the information provided is according to the best of my knowledge, remembrance and belief, is a complete and true statement of all the income and expenses attributable to the above identified property (section 12-63c (d) of the Connecticut General Statutes).

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**(print)** \_\_\_\_\_