

INCOME AND EXPENSE STATEMENT FOR HOTELS AND MOTELS

For Year Ended 12/31/2024

Alternate Key: _____ Partial Owner Occupancy: _____ %
Parcel ID: _____
Owners Name: _____
Property Address: _____

Property Type	Total Room Count	Average Occupancy	Average Daily Rate	REVPAR
Full Service				
Limited Service				
Extended Stay				
Other (Specify)				

2024 Operating Revenue

- 1.) Rooms
2.) Food and Beverage
3.) Miscellaneous Income *(Includes telecommunications, resort fees, lease income, etc.)*
4.) Other *(please explain)* _____

	1
	2
	3
	4
	5

5.) TOTAL OPERATING REVENUE

2024 Expenses

- 6.) Management Fees _____ %
7.) Franchise Fees _____

	6
	7

Departmental Expenses

- 8.) Rooms
9.) Food and Beverage
10.) Miscellaneous (Including Telecommunications, etc.)
11.) Administrative *(Advertising, Legal, Payroll, Accounting, etc.)* and General
12.) Marketing and Sales
13.) Utilities
14.) Operations and Maintenance
15.) Other Expenses *(please explain)* _____
16.) Real Estate Taxes
17.) Insurance Premiums
18.) Reserves for Replacement _____ %
19.) Tangible Personal Property Taxes
20.) Other Taxes
21.) Lease Expense (if any)
22.) Total Expenses

	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18
	19
	20
	21
	22

23.) EBITDA *(Earnings Before Interest, Income Taxes, Depreciation, and Amortization)*

	23
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Capital Expenditures

- 24.) Furniture, Fixtures and Equipment
25.) Other *(please explain)* _____

	24
	25

Submitted by (please print)

Telephone #

Email

Date