



**CITY OF WAYNESBORO**

**City Assessor's Office**

**250 S. Wayne Ave., Suite 203**

**Waynesboro, VA 22980**

**(540) 942-6722**

**\*\*\*\*\*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.
- This form can be downloaded from the City of Waynesboro's web site at [www.waynesboro.va.us](http://www.waynesboro.va.us). The City Assessor's link is listed in the Government section, under Departments.
- 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 a fillable PDF form so you may simply click on the form fields to complete the form electronically.

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

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

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

<b><u>Occupancy</u></b>		
Total Number of Rooms Sold		
Total Rooms Available		
Average Occupancy Level		
Average Daily Rooms Rate		

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

<b><u>Annual Operating Expense</u></b>		
<b>Utilities</b>		
Water/Sewer		
Electricity		
Gas		
Internet		
Phone		
<b>Management and Administration</b>		
Payroll		
Payroll Expenses		
Management Fees		
Franchise Fees		
Advertising		
<b><u>Maintenance and Repair</u></b>		
Supplies		
HVAC		
Electrical/Plumbing Repairs		
Elevator Repairs		
Roof Repairs		
Pool/Recreation		
Common Area		
Decorating		
Other		
<b><u>Services</u></b>		
Janitorial/Cleaning		
Landscaping		
Trash		
Security		
Snow Removal		
Other		

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