

**INCOME AND EXPENSE QUESTIONNAIRE – CITY OF BATH, ME
HOTELS/MOTELS/INNS
FOR 12 MONTHS ENDING DECEMBER 31, 2023**

Form D

Please return within 30 days to:
Assessor's Office
City of Bath
55 Front Street
Bath, ME 04530

NOTE: THIS IS A TWO SIDED DOCUMENT
NOTE: SIGNATURE IS REQUIRED ON SECOND PAGE

Parcel Location: «Location»
Parcel Map and Lot: «Account_No»
Use Code: «Prc_Primary_Occ»

SECTION I: GENERAL DATA

Total number of Available Rooms: _____

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

Room Type	# of Units	Rent per Unit per Day	Rent per Unit per Week
Single		\$	\$
Double		\$	\$
King		\$	\$
Suite		\$	\$
Other (describe)		\$	\$
Other (describe)		\$	\$

Annual Occupancy (Percent): _____

Annual Average Daily Rate (ADR): \$ _____

Segmentation of Annual Occupancy:	Transient	Corporate	Group	Other	Total
Percentage of Annual Occupancy					100%
ADR for each segment					

SECTION II: ANNUAL INCOME FOR CALENDAR YEAR 2023

Description	Amount
1. Rooms	\$
2. Conference Facilities	\$
3. Food and Beverage	\$
4. Telephone	\$
5. Other Rents	\$
6. Other (Describe)	\$
7. Other (Describe)	\$
8. TOTAL ANNUAL INCOME (Add lines 1 through 8)	\$

SECTION III: ROOM NIGHTS SOLD CALENDAR YEAR 2023

Total number of Room Nights available in 2023: _____

Total number of Room Nights sold in 2023: _____

SECTION IV: EXPENSES FOR CALENDAR YEAR 2023

If entering "Other," please describe.

Expense Type	Amount	Expense Type	Amount
1. Management Fee	\$	19. Maintenance Wages	
2. Legal/Accounting	\$	20. Maintenance Contract Fee	\$
3. Security	\$	21. Maintenance Supplies	\$
4. Payroll	\$	22. Maintenance Groundskeeping	\$
5. Group Insurance	\$	23. Maintenance Trash Removal	\$
6. Telephone	\$	24. Maintenance Snow Removal	\$
7. Advertising	\$	25. Maintenance Exterminator	\$
8. Commissions	\$	26. Maintenance Elevator	\$
9. Repairs Exterior	\$	27. Insurance (1 Year Premium)	\$
10. Repairs Interior	\$	28. Reserves for Replacement	\$
11. Repairs Mechanical	\$	29. Travel	\$
12. Repairs Electrical	\$	30. Other	\$
13. Repairs Plumbing	\$	31. Other	\$
14. Utilities Gas	\$	32. Other	\$
15. Utilities Oil	\$	33. TOTAL (Add 1 through 32)	\$
16. Utilities Electricity	\$	34. Real Estate Taxes	\$
17. Utilities Water	\$		
18. Utilities Sewer	\$		

SECTION V: CONFIDENTIALITY AND SIGNATURE

The information on this form is confidential and proprietary information under **M. R. S. Title 36 §706-A**.

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Name: _____ **Title:** _____

Please print.

Signature of owner or preparer: _____

Phone: _____ **Date** _____