



Property Income Questionnaire – Hotels/Motels
2022 Reassessment

Contact Information

SECTION 1

Tax Map Number _____

Property Address _____

Owner's Name _____

Contact Person _____

Contact Email _____

Phone Number _____

Property Sale, Renovation, Appraisal

SECTION 2

- | | | | |
|----|--|-----|----|
| 1. | Was this property purchased in the past five years? | Yes | No |
| 2. | Was this property offered for sale in the past five years? | Yes | No |
| 3. | Was this property appraised in the past five years? | Yes | No |
| 4. | Was this property renovated in the past five years? | Yes | No |

Note: If an appraisal has been completed on the subject property, please forward a copy of the report with this submission.

If an appraisal has not been completed within the last 5 years complete the following declaration:

I hereby declare that there has not been an appraisal completed for any purpose on this property in the past five years.

Print Name _____ Signature: _____

Date _____

Details are to be provided by Owners for each of the three (3) years 2017, 2018, and 2019 ending December 31st. A copy of the Statement of Operations (the Income and Expense portion of the Annual Financial Statements) may accompany this form upon submission.

For Fiscal or Operating Year Ending

Revenue	2017	2018	2019	Office Use Only
Average Annual Operating Rate	%	%	%	
Average Daily Rate				
Total Number of Rooms/Units available per night				
Total Room Revenue (per year)				
Gross Operating Revenue				
Income from Room Sales				
Income from Food Sales				
Income from Beverage Sales (if separate from food)				
Income from Telephone				
Income from Concessions (i.e., car rentals, gift shop)				
Income from Meeting Space/Banquet Facilities				
Miscellaneous/Other Income				
Parking Income				
VLT (Video Lottery Terminal) Revenue				
Commercial Tenancy Income				
Total Gross Revenue				

For Fiscal or Operating Year Ending

Departmental Expenses	2017	2018	2019	Office Use Only
Room Expenses				
Food Expenses				
Beverage Expenses				
Telephone Expenses				
Concessions Expenses				
Meeting Space/Banquet Facilities Expenses				
Other Departmental Expenses				
Total Departmental Expenses				

**FIN – Property Income Questionnaire – Hotels/Motels –
Reassessment**

Finance and Administration

Financial Details Continued

SECTION 3

For Fiscal or Operating Year Ending

Undistributed Expenses	2017	2018	2019	Office Use Only
Property Taxes				
Municipal Water (Water Tax)				
Other Taxes				
Utilities (Heat & Light)				
Elevator/Escalator Expenses				
Wages & Salaries (excluding management, administration, & departmental)				
Supplies & Services				
Advertising & Promotion				
Management & Administration				
Franchise Fee				
Maintenance & Repairs (if major, detail on separate sheet)				
Legal, Audit, & Professional Fees				
Property & Liability Insurance				
Snow & Garbage Removal				
Banking Charges (excluding interest on debt)				
Furniture, Fixtures, & Equipment Rentals				
Other Expenses				
Total Undistributed Expenses				
Total Operating Expenses before mortgage interest, depreciation or amortization, capital cost allowance, inter-company rental arrangements and other non- operating expenses.				
Total Undistributed Expenses				



NEWFOUNDLAND AND LABRADOR, CANADA

Declaration

SECTION 4

By signing this form, I declare that the above information is correct to the best of my knowledge.

Print Name _____

Signature _____

Date _____

Privacy Notice

SECTION 5

The information on this form is collected by the City of St. John's under the authority of the Assessment Act, 2006 and will be used for property valuation and assessment purposes. The City of St. John's is committed to the protection of personal information under the Access to Information and Protection of Privacy Act, 2015. The City will only access, use, and disclose your personal information with your consent or where it is permitted or required by law.

Please send completed form to:

City of St. John's
Assessment Division
Finance & Administration
P.O. Box 908, 10 New Gower Street
St. John's, NL A1C 5M2

For further information:
Joanne Slaney, Manager
Phone: 709-576-8233
Fax: 709-576-8603
Email: assessment@stjohns.ca