



EL PASO COUNTY, COLORADO
Office of the County Assessor
Mark Flutcher

Dear Sir or Madam,

The El Paso County Assessor's Office is conducting an income and expense survey to more accurately value hotel and motel properties for the 2023 reappraisal. In lieu, or in addition to completing the survey, many hotels and motels use customized hotel/motel software to generate detailed income and expense reports specific to the hotel/motel operation. Finally, you may choose to submit copies of your 2019, 2020, and 2021 I.R.S. Profit and Loss Statements.

Information obtained in this survey is *strictly confidential and will remain in our office*. This data will only be used in statistical analysis to more precisely value your property and other similar use properties. Please enclose any supplemental information with the signed survey. If you have any questions or require assistance, please call (719.520.6616). *Please return the completed questionnaire to our office by September 1.*

ITEMIZED REVENUE	2019	2020	2021	1st 6 months 2022
Daily / Weekly Room Revenue				
30 Days (Ext. Stay) Revenue				
Food & Beverage Revenue				
Telephone Revenue				
Other Income				
TOTAL REVENUE				

Average Daily Rate				
Total # of Nightly Stays (Yearly)				
Average Weekly Rate				
Total # of Weekly Stays (Yearly)				
Average Monthly Rate				
Total # of Monthly Stays (30 days +)				
Total # of Available Rooms (Yearly)				
Total # of Occupied Rooms (Yearly)				
Yearly Vacancy as a %				
Rev Par				

DETAILED EXPENSES	2019	2020	2021	1st 6 months 2022
Rooms				
Food & Beverage				
Telephone				
Administrative & General				
Marketing				
Franchise Fee				
Property Operation				
Maintenance				
Utilities				
Management Fee				
Property Taxes				
Insurance				
Reserves for Replacement				
TOTAL EXPENSES				

Comments: _____

Thank You for your Assistance!

Prepared by: _____ Title: _____

Telephone: _____ Date: _____