

**INSTRUCTIONS FOR COMPLETING
THE PROPERTY INCOME & EXPENSE QUESTIONNAIRE
FOR:
HOTEL / MOTEL / ACCOMMODATION PROPERTY TYPES**

The following instructions are provided to aid you in filling out the Income and Expense Questionnaire form for Hotel, Motel and Accommodation properties. If you have any questions, please call our office at 1-800-380-7775.

From Page 1 of form:

General Account Information

Assessment Account Identifier	The property identification number assigned to an individual property by Nova Scotia Land Registry. This number carries with the property, regardless of changes in ownership, and can be found on the request letter accompanying your form.
Property Location	The street address at which the property is physically located.
Owner	The registered owner of the property.
Corporate Email Address	The general email account for the corporation or associated company that owns the company.

Building Information

Hotel / Motel Name	The name of the Hotel/Motel as known to the general public.
Year Built	The date of original building construction.
Year Renovated	The year in which the last renovation to the property was completed.
Number of Stories	The number of levels or stories in the building, not including the basement.
Number of Months Open	The number on months in one year that the property is open to the travelling public.

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Number of Rooms	The number of rooms in the property that are available to the travelling public.
Average Occupancy over the previous 12 months	The total number of rooms rented divided by the total number of rooms available during the fiscal year.
Rev PAR (Revenue per Available Room)	The total amount of room revenue collected, divided by the number of rooms, and divided by the number of days the property was open to the public for the fiscal year.
Average Daily Room Rate (ADR)	The average rental income per paid occupied room. Calculated as the total room rental for the fiscal year, divided by the number of rooms.
Level of Service: Limited	Hotel that provides basic rooms, typically with fridges and microwaves, with little to no additional services provided to the client (i.e. May provide continental breakfast but has no in-house dining facilities).
Level of Service: Select	Hotel that may provide basic rooms only, but offers some additional services and amenities (i.e. newspaper delivery, business centre, swimming pools)
Level of Service: Full	Hotel that provides well decorated rooms and suites, with a range of additional services and amenities for the client (ie. Bed turn-down, room service, in-house cocktail lounge, banquet rooms).
Commercial Rental Tenants	Identify yes or no if there is commercial rental space in the building that is rented out to third party tenants whose revenues are not reported as part of the hotel operation.
Commercial Space Occupied (square feet)	The total amount of all commercial space occupied and/or leased on the property as of December 31.
Commercial Space Vacant (square feet)	The total amount of all vacant commercial space available for lease on the property as of December 31.

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Financial Reporting Period

The financial reporting period at, or near, the date of valuation (base date) for the given assessment year. All revenue, vacancy, bad debt and expense information should be reported for the previous year, ending December 31st, or the most recent fiscal year-end available.

Actual Revenue

Please report the appropriate amount for the following categories:

Room Sales	Actual income from rental of rooms. This is not the gross potential income at 100% occupancy, but the actual gross rent received.
Food and Beverage Sales	Actual income from the sales of food and beverage.
Telephone Income	Actual income from use of telephone services.
Laundry Income	Actual income from use of laundry services.
On-site Garage / Parking Income	Actual rental income received from on-site garage and/or surface parking spaces during the reporting period.
Minor Operating Income	Actual income received from any minor operating departments.
Other Income (please specify)	Any additional income received during the reporting period that is not covered in another category (specify the type or source of income).
Commercial Rental Income	Any additional income received during the reporting period from commercial tenants.
Total Annual Gross Income	The total revenue from all sources for the property. This amount should be the sum of all collected revenues listed above.

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Departmental Expenses

Please report the appropriate amount for the following categories:

Cost of Room Sales	Cost directly attributed to room upkeep.
Cost of Food and Beverage Sales	Cost directly attributed to providing meals and drinks.
Telephone Expense	Cost of providing telephone service to guests.
Laundry Expense	Cost of providing laundry service to guests.
On-site Garage / Parking Expense	Costs of providing on-site parking spaces, including upkeep and snow removal services, during the reporting period.
Minor Operating Expense	Costs associated with the earning any income for minor operating departments.
Other Direct Expense	Costs associated with the earning of any additional revenues.
Total Departmental Expenses	The total departmental expenses for the property. This amount should be the sum of all departmental expenses listed above.

General Expenses

Please report the appropriate amount for the following categories:

Management	Amount paid to a management company or owner for operating the building during the reporting period. Do not count management expense here if the same administrative costs are shown elsewhere.
Administration	Expenses related to the daily operations of the property, but not directly to specific departments. Includes items such as administrative payroll, or office supplies that are incurred during the reporting year.
Office Staff and Supplies	Total expense for office staff payroll and office supplies.

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Advertising and Promotion	Total expense for advertising and promotional services during the reporting period.
Utilities	Total expense for all utilities during the reporting period. Includes electricity, heat, water, sewer, and HVAC.
Repairs and Maintenance	Repair and maintenance expense during the reporting period not covered in another category. Do not include Capital Expenditures, see below.
Franchise Fees	Fees paid for use of name, logo, marketing, etc.
Professional Fees - Legal & Audit	Fees paid to a professional such as a solicitor or accountant, for typical annual services.
Property Insurance (12 months)	Total property insurance for reporting period (12 months) only.
Advertising	Total expense for advertising services during the reporting period.
Other Expense (please specify)	Any additional annual expenses incurred during the reporting period that are not covered in another category (specify the type or source of expense). Does not include depreciation, debt service, or taxes. Do not include Capital Expenditures, see below.
Total General Expenses	The total general expenses for the property. This amount should be the sum of all general expenses listed above.
Net Operating Income (before Depreciation, Debt Service or Realty Taxes)	The total of all revenues collected for the property during the reporting period, minus all operating expenses incurred during the reporting period.

Capital Expenditures

Capital expenditures are investments in remodeling or replacements that materially add to the value of the property, or appreciably prolong its economic life. These outlays would typically improve the book value of the asset. These expenditures are not designed to maintain the income stream, but to improve it, or change it. For assessment purposes, capital expenditures pertain to structural items only, and do not include the replacement of furniture, fixtures, or

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equipment. If this section applies to your property please answer yes and list the items considered to be capital improvements. Enter the total amount of the capital cost for this reporting period only. Do not apportion the costs over the life of the component.

Certification

Name	Name of person completing forms.
Position	Position of person completing forms.
Owner/Employee	I am the owner of the property, or an employee acting on the behalf of the owner.
Agent/Management Company	I am the authorized agent for the owner, or an employee of the authorized management company.
Signature and Email of Signatory	The written signature of the party who completed the form, and certifies it to be true, correct and complete. Include the email address of the party who completed the form.
Phone Number	Phone number of the person who completed the form.
Date	Date of form completion and official certification.

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Total Actual Recoverable Expenses

Total Actual Recoverable Expenses, are those expenses paid by commercial tenants, over and above rent. For assessment purposes, they can be broken down by the amounts attributable to Operating Expenses or Common Area Maintenance (CAM) and to Property Taxes, and are reported on a per square foot basis.

Area (square feet)	The total number of square feet of space specified in the leases for each type of tenant.
Operating Expenses	As they relate to Total Actual Recoverable Expenses, refer to the

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(per square foot)	annual amount reimbursed by tenants for common area maintenance (if applicable) and are reported on a per square foot basis. Common Area Maintenance (CAM) is the annual expense charged to tenants to maintain common areas building components shared by all (i.e. parking, sidewalks, landscaped areas, hallways, public restrooms, etc.) reported on a per square foot basis. If common area maintenance is paid separately or not included in the expense, please show the total dollar amount for each type of tenant.
Property Taxes (per square foot)	As they relate to Total Actual Recoverable Expenses, refer to the annual amount reimbursed by tenants for real estate taxes (if applicable) and are reported on a per square foot basis.

Parking and Storage Information

Number of spaces/units	The number of on-site indoor and outdoor parking spaces available and the number of on-site storage units available (all reported separately).
Rate per space/unit	Average monthly rate charged for the previous year, ending December 31st, or the most recent fiscal year-end available.

Commercial Rental Information

Tenant Type	The nature of use of the leased space for the previous year, ending December 31st, or the most recent fiscal year-end available (Office, Retail, Warehouse or Storage). Separate Apartment rental information section below.
Location - Floor	The floor(s) on which the leased/vacant space is located in the building.
Location - Suite #	The suite/unit number assigned to the leased/vacant space.
Tenant or Vacant	Name of tenant as indicated on lease or the trading name, or "vacant" if space was not occupied for the previous year, ending December 31st, or the most recent fiscal year-end available.
Lease Start Date	The effective beginning date as indicated on the lease for tenant occupying the space for the previous year, ending December 31st, or the most recent fiscal year-end available.

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Lease End Date	The effective ending date as indicated on the lease for tenant occupying the space for the previous year, ending December 31st, or the most recent fiscal year-end available.
Area Occupied (square feet)	The amount of leasable square feet of space specified in the lease for the identified unit.
Area Vacant (square feet)	The amount of square feet available for lease in the identified unit.
Contract Rent (per square foot)	The contract rent (per square foot) charged to tenant as of the end of the reporting period. This amount includes CPI escalations, but does not include reimbursements for utilities, common area expenses, or property taxes. It should not include HST. This amount should be reported on an annualized basis.
Overage or Percent Rent (per square foot)	If the lease calls for a percentage of gross profits or a percentage of profits over a stated amount, show the amount of excess rent in dollars paid (per square foot) during the reporting period.
Expenses Included in Rent (per square foot)	The amount of expenses (per square foot) that the landlord has agreed to include in basic rent. If there is no expense stop and the tenant pays all common area maintenance and/or property taxes separately, leave blank and show these amounts in the appropriate columns.
Recovery Income / CAM - Operating Expenses (per square foot)	If recovery or common area maintenance expenses are reimbursed by the tenant, show the annual amount (per square foot) attributable to operating expenses for the reporting period.
Recovery Income / CAM - Property Tax Expense (per square foot)	If recovery or common area maintenance expenses are reimbursed by the tenant, show the annual amount (per square foot) attributable to property taxes for the reporting period.
Total Charges (per square foot)	Total revenue (per square foot) received from tenant during the reporting period. This should equal the sum of the 'Contract Rent', 'Overage or Percent Rent' and both 'Recovery Income / CAM' amounts.
Market Rent for Vacant Space (per square foot)	The asking rent (per square foot) for any vacant space For the previous year, ending December 31st, or the most recent fiscal year-end available. The vacancy data provided is used in determining vacancy patterns for this property type.