



Town of Manchester Assessor's Office
41 Center Street, Manchester, CT 06040
Hotel and Motel
Income and Expense Report for Calendar Year 2025

Information provided is **CONFIDENTIAL**, in accordance with Connecticut Law.

Property Location: _____ Owner of Record: _____
Mailing Address: _____ City, State, Zip : _____
Property ID: _____ Contact Person: _____
Phone: _____ email: _____

GENERAL INSTRUCTIONS: This form should be completed using the annual information for calendar year 2025, for all rented or leased commercial, retail, industrial or combination property. Identify the property and address; provide all income derived from this property, all expenses related to this property and any vacant space. The vacant space information should contain the terms you are marketing for this space. Complete Verification of Purchase price information if purchased within the last twenty-four months.

Each summary page should reflect information for a single property for calendar year 2025. If you own more than one rental property, a separate report/form must be filed for each property in this jurisdiction. An income and expense report summary page and the appropriate income schedule must be completed for each rental property.

General Data

Name of Facility: _____
Year Built _____ Year of last Renovation: _____
Description of work: _____ Cost: _____
Annual Occupancy _____
Total Number of Rooms: _____
Total Number of Room Nights Available in 2025 _____
Total Number of Room Nights Sold in 2025 _____

Room Configuration (number of rooms in each category)/Rates

	# Units	Rent/day/unit	Rent/Week/unit
Single			
Double			
King			
Suite			
Other			

Annual Average Daily Rate (ADR) \$ _____

Segmentation of Annual Occupancy					
	Transient	Corporate	Group	Other	Total
Percentage of Annual Occupancy					100%
ADR for Segment					

Town of Manchester Assessor's Office
41 Center Street, Manchester, CT 06040
Hotel and Motel
Income and Expense Report for Calendar Year 2025

Annual Gross Income

Rooms _____
Conference Facilities _____
Food and Beverage _____
Telephone _____
Minor Operated Departments _____
Miscellaneous Rentals and Other Income _____

Total Annual Revenue \$ _____

Annual Cost of Goods Sold

Rooms _____
Food and Beverage _____
Telephone _____
Minor Operated Departments _____
Other (Define) _____

Effective Annual Income \$ _____
(Total income – Cost of Goods Sold)

Cost of Goods Sold \$ _____

Effective Annual Income \$ _____
(Total income – Cost of Goods Sold)

Town of Manchester Assessor's Office
41 Center Street, Manchester, CT 06040
Hotel and Motel
Income and Expense Report for Calendar Year 2025

Annual Operating Expenses

Advertising	_____
Administrative	_____
Electric	_____
Exterminating	_____
Heat	_____
Insurance	_____
Janitorial/Cleaning	_____
Management	_____
Payroll	_____
Repair and Maint: Building	_____
Repair and Maint: Grounds	_____
Reserves for Replacement (Attach Detail)	_____
Rubbish Removal	_____
Security	_____
Sewer	_____
Snow Removal	_____
Supplies (Office, Cleaning,)	_____
Water	_____
Other (Define)_____	_____
Other (Define)_____	_____
Other (Define)_____	_____
Other (Define)_____	_____

Total Operating Expenses \$ _____

Net Operating Income \$ _____
(Effective Annual Income – Total Operating Expenses)

Please include a copy of your year-end Income Summary.

Comments or Additional Information (may be attached):
