

**INCOME AND EXPENSE 38D FORM – CITY OF SPRINGFIELD  
HOTELS/MOTELS/INNS  
FOR 12 MONTHS ENDING JANUARY 1, 2017: FISCAL YEAR 2018**

Please Return to:  
City of Springfield, Massachusetts Assessor's Office  
Springfield City Hall  
36 Court St.  
Springfield, MA 01103

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

Parcel Location:  
Parcel ID:  
Use Code:

**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		\$	\$

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 2016 (January 1, 2016-January 1, 2017)**

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

**SECTION III: ROOM NIGHTS SOLD CALENDAR YEAR 2016**

Total number of Room Nights available in 2016: \_\_\_\_\_

Total number of Room Nights sold in 2016: . . . . \_\_\_\_\_

**SECTION IV: EXPENSES FOR CALENDAR YEAR 2016**

If entering "Other", please describe.

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

**SECTION V: SIGNATURE**

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

**Submitted by: (Please print) .....** \_\_\_\_\_

**Title: .....** \_\_\_\_\_

**Signature of owner or preparer: ...** \_\_\_\_\_

**Phone: .....** \_\_\_\_\_

**Date: .....** \_\_\_\_\_