

## Instructions:

In addition to completing the First-Level Review Request form, income-producing properties must also submit income and expense forms. Please note, a Hotel **Income & Expense Form** (next tab) must be completed and printed for **2023 AND 2024**.

The field highlighted in yellow is where you can indicate which year the form is for; replace the 'xx' with '23' (for 2023) or '24' (for 2024).



# CITY OF PHILADELPHIA

## OFFICE OF PROPERTY ASSESSMENT

### HOSPITALITY UPDATE -

JANUARY-DECEMBER 20XX

601 Walnut Street - Suite 300 West  
Philadelphia, PA 19106

**OPA ACCOUNT #**

---

**ADDRESS**

---

**HOTEL NAME**

---

**CONTACT INFORMATION**

**NAME**

---

**ADDRESS**

---

**PHONE NUMBER/EMAIL/FAX**

---

**OWNERSHIP INFORMATION**

---

**YEAR BUILT**

---

**YEAR RENOVATED**

---

**TOTAL NUMBER OF ROOMS**

---

**HOTEL CLASS**

---

**(YES/NO)**

**MEETING/CONFERENCE SPACE**

---

**POOL**

---

**HEALTH CLUB**

---

**BANQUET SPACE**

---

**RETAIL**

---

**PARKING**

---

**# OF PARKING SPACES**

---

OTHER \_\_\_\_\_

CONFIDENTIAL

PAGE 1 OF 3

OPA Account # \_\_\_\_\_

This should be from actual income

TOTAL ROOM REVENUE

\$ \_\_\_\_\_

FOOD & BEVERAGE

\$ \_\_\_\_\_

PARKING SLOTS/GARAGE

\$ \_\_\_\_\_

OTHER INCOME

\$ \_\_\_\_\_

AVERAGE OCCUPANCY

AVERAGE DAILY RATE

\$ \_\_\_\_\_

REV PAR

\$ \_\_\_\_\_

FRANCHISE FEE

\$ \_\_\_\_\_

MANAGEMENT FEE

\$ \_\_\_\_\_

RESERVATION FEE

\$ \_\_\_\_\_

LEASED AREAS

OFFICE

\$ \_\_\_\_\_

RETAIL

\$ \_\_\_\_\_

OTHER

\$ \_\_\_\_\_

OPERATING EXPENSES

ADMINISTRATION/MANAGEMENT

\$ \_\_\_\_\_

PROPERTY OPERATION/MAINTENANCE

\$ \_\_\_\_\_

UTILITIES

\$ \_\_\_\_\_

MARKETING

\$ \_\_\_\_\_

OTHER

\$ \_\_\_\_\_

OPA Account # \_\_\_\_\_

**FIXED EXPENSES**

INSURANCE	\$ _____
LOCAL TAXES/FEES	\$ _____
BUSINESS LICENSE	\$ _____
OTHER	\$ _____

**RESERVES FOR REPLACEMENT**

YEARLY	\$ _____
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**CAPITAL RENOVATIONS**

PRESENT	\$ _____
FUTURE	\$ _____

I acknowledge that the information is true and correct to the best of my knowledge

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Name	Title	Signature	Date
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