



COMMONWEALTH OF VIRGINIA  
City of Williamsburg  
Department of Finance  
REAL ESTATE ASSESSMENT DIVISION

401 Lafayette Street  
Williamsburg, VA 23185  
(757) 220-6185  
Fax (757) 220-6185

<Owner Name>  
<Care of>  
<Mailing Address>  
<City>, <State> <Zip>

December 31, 2022

Property Address: <Property Location>  
Vision PID(s): <PID>  
Model: <Model>

Dear Property Owner:

This is an official request pursuant to Title 58.1-3294 of the Code of Virginia which requires you to furnish this office with income and expense data for specific income producing properties for calendar year 2022. Participation is voluntary for properties that are either (1) a residential building with less than four units, (2) an owner occupied structure, (3) an office building with over 12,000 square feet that is not engaged in a retail or wholesale business where merchandise is sold. Participation for these types of properties will ensure that the taxable value applied is not higher than it should be.

**[SURVERYS MUST BE COMPLETED AND RETURNED BY FEBRUARY 1, 2023](#)**

**[PLEASE USE ATTACHED CITY FORMS](#)**

This survey is part of an ongoing effort to obtain current information on the income and expense characteristics of income producing properties, and is necessary to complete our statutory duty of assessing all property at fair market value. Your assistance is necessary to help ensure that our assessments are fair and accurate. It is also your opportunity to tell us if there are any other conditions we should consider in assessing your property.

**Please be assured that this information will be kept strictly confidential, subject to criminal penalties, in accordance with Title 58.1-3 of the Code of Virginia.**

Your cooperation with this legal requirement is sincerely appreciated.

Respectfully yours,

Derek J. Green, AAS  
City of Williamsburg  
City Assessor

City of Williamsburg  
Real Estate Assessment Department  
401 Lafayette Street  
Williamsburg, VA 23185  
(757) 220 - 6185

**ANNUAL LODGING OPERATING DATA SURVEY**

INFORMATION SUBMITTED ON THIS FORM WILL NOT BE DIVULGED TO ANY UNAUTHORIZED PERSON, UNDER PENALTY OF LAW, SECTION 58.1-3 CODE OF VIRGINIA

Business Name: <Business Name>  
Vision PID: <PID>  
Property Address: <Property Location>

<u>CALENDAR YEAR</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
NUMBER OF ROOMS	_____	_____	_____
PERCENTAGE OF OCCUPANCY	_____	_____	_____
AVERAGE DAILY RATE PER OCCUPIED ROOM	_____	_____	_____

**REVENUE**

<u>CALENDAR YEAR</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Rooms	_____	_____	_____
Food	_____	_____	_____
Beverage	_____	_____	_____
Telephone	_____	_____	_____
Public Room Rentals and Other Income	_____	_____	_____
Other Operated Departments	_____	_____	_____
Other _____	_____	_____	_____
<b>TOTAL REVENUE COLLECTED</b>	_____	_____	_____

## DEPARTMENTAL COSTS AND EXPENSES

**EXPENSES:** If the expense items listed on the following page are applicable to the operation of the real property, please insert the appropriate amount of the expense. If an expense item is not listed, space is provided under other expense items to insert the type of expense and the amount. The annual expense item must coincide with the same annual period specified for gross income. You may have to allocate certain expense items that are not incurred annually. For example, exterior painting may be needed every 7 years. Do not include the total expense for such items if the expense was incurred during this annual reporting period. If painting is done every 7 years and the cost is \$21,000, the amount to report would be \$3,000 (\$21,000 divided by 7 years). Do not include depreciation allowance or mortgage payments as expenses.

<u>CALENDAR YEAR</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
<b>DEPARTMENTAL EXPENSES</b>			
Rooms Department			
Salaries and Wages including Vacation	_____	_____	_____
Payroll Taxes and Employee Benefits	_____	_____	_____
Laundry, Linen, and Guest Supplies	_____	_____	_____
Commission and Reservation Expenses	_____	_____	_____
Other _____	_____	_____	_____
Total Rooms Expenses	_____	_____	_____
Food Department			
Salaries and Wages including Vacation	_____	_____	_____
Payroll Taxes and Employee Benefits	_____	_____	_____
Cost of Food Consumed	_____	_____	_____
Laundry and Dry Cleaning	_____	_____	_____
China, Glassware, Silver, and Linen	_____	_____	_____
Contract Cleaning	_____	_____	_____
Other _____	_____	_____	_____
Total Food Expenses	_____	_____	_____

CALENDAR YEAR202220212020

## Beverage Department

Salaries and Wages including Vacation	_____	_____	_____
Payroll Taxes and Employee Benefits	_____	_____	_____
Cost of Beverage Consumed	_____	_____	_____
Laundry and Dry Cleaning	_____	_____	_____
China, Glassware, Silver, and Linen	_____	_____	_____
Contract Cleaning	_____	_____	_____
Other _____	_____	_____	_____
Total Beverage Expenses	_____	_____	_____

**UNDISTRIBUTED OPERATING EXPENSES**

Administrative and General	_____	_____	_____
Franchise Fees	_____	_____	_____
Marketing and Guest Entertainment	_____	_____	_____
Property Operation and Maintenance	_____	_____	_____
Energy Costs	_____	_____	_____
Water and Sewer	_____	_____	_____
Other _____	_____	_____	_____
Total Undistributed Operating Expenses	_____	_____	_____

