



STATE OF FLORIDA  
**LEE COUNTY PROPERTY APPRAISER**  
KENNETH M. WILKINSON, C.F.A.



**Mailing Address:**  
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2480 Thompson Street  
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**Telephone:** (239) 533-6100 -- (866) 673-2868 (From anywhere in continental US/Canada/Florida except 239 area code)  
**Facsimile:** (239) 533-6160 -- **Website:** [www.leepa.org](http://www.leepa.org)

Dear Property Owner/Manager:

Each year the Lee County Property Appraiser's office is required to determine the market value of all property in our county. To assist us in valuing commercial property, we request commercial property owners provide us data relative to the operation of their business. Participation by individual owners ensures that we accurately value all commercial properties in Lee County.

On the back of this letter is a form that details the type of information we are looking for in your type of business. Typically, we use income and expense information in addition to sales transactions in the course of our valuation. Any income information you provide is confidential and is exempt from public disclosure per Fla. Stat. § 195.027. Once we receive your information, we will compare it with all other similar properties and use it to develop market rates for the entire class of properties.

In lieu of filling out the form, feel free to send us a copy of your 2018 income and expense statement, rent roll, property brochure, or other applicable information prepared by your accountant or bookkeeper. If you choose to submit something other than this form, please return this letter with that information so that we can accurately identify the property the data goes with.

If you purchased or sold the property before December 31, feel free to enclose a copy of your closing statement that details the costs involved with the sale of the property and any allocations that were made for any tangible personal property (FF&E). This information helps in the verification of the sales transaction and ensures that we treat the sales transaction properly.

To ensure that we have adequate time to process and analyze the data, please submit your income and expense information as soon as you are able. Taxpayers generally submit their information to us when they have their taxes prepared, so we ask that you try to get it to us no later than late March or early April.

Kindly return the form and any other information in the postage-paid envelope provided. You may also return it by e-mail attachment to [stanleyk@leepa.org](mailto:stanleyk@leepa.org), or submit it by fax to (239) 533-6091. Thank you in advance for your cooperation. Should you have any questions or need additional information, please call (239) 533-6146 or email [stanleyk@leepa.org](mailto:stanleyk@leepa.org).

Sincerely,

Kenneth M. Wilkinson, CFA  
Lee County Property Appraiser

**Income and Expense Statement for Hotel and Motel Properties  
For the Year Ending December 31, 2018**

**DBA:**

Room Type	Annual Total # Rentable Rooms	Annual Total # Rooms Rented	Average Daily Rate		Average Occupancy	Annual Income
			In-Season	Off-Season		
Hotel Room						
Efficiency						
1 BR						
2 BR						
Suite						
Conference/Meeting						
Other						

**Annual Income**

1.) Total Room Income	
2.) Lease Income (restaurants, etc.)	
4.) Other Income (please explain):	
<b>5.) Total Annual Gross Income</b>	

**Annual Expenses**

6.) Management Fees	
7.) Administrative (including legal, accounting, etc.)	
8.) Advertising/Marketing/Promotional	
9.) Payroll	
10.) Franchise Fees	
11.) Insurance Premiums	
12.) Food and Beverage	
13.) Utilities/Telecommunications	
14.) Grounds Maintenance (including trash, landscaping, parking lot, etc.)	
15.) Janitorial and Building Maintenance	
16.) Repairs	
17.) Furniture, Fixtures, and Equipment	
18.) Reserves for Replacements	
19.) Real Estate Taxes	
20.) Other Taxes/Fees (please explain):	
21.) Capital Expenses (please explain):	
22.) Other Expenses (please explain):	
<b>23.) Total Annual Expenses</b>	

**Contact Information**

Submitted by (please print):	Date:
Telephone:	Email:
Property Address:	