



# TOWN OF FOXBOROUGH

Lori A. Rudd, *Chairman*  
Robert O'Donnell  
Daniel A Smith

## OFFICE OF THE BOARD OF ASSESSORS Thomas Welch Chief Assessor, M.A.A.

40 South Street • Foxborough, MA 02035

[twelch@foxboroughma.gov](mailto:twelch@foxboroughma.gov)

Phone: 508-543-1215

Fax: 508-543-6278

### INCOME AND EXPENSE QUESTIONNAIRE –FOXBOROUGH, MA

#### HOTELS/MOTELS

FOR 12 MONTHS ENDING JANUARY 1, 2022 CALENDAR YEAR 2021

Please Return to:  
Town of Foxborough  
40 South Street  
Foxborough, MA 02035

**NOTE: SIGNATURE IS REQUIRED ON BACK PAGE**

#### 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					
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**SECTION II: ANNUAL INCOME FOR CALENDAR YEAR 2021**

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 2021**

Total number of Room Nights available in 2021: \_\_\_\_\_

Total number of Room Nights sold in 2021: . . . . \_\_\_\_\_

**SECTION IV: EXPENSES FOR CALENDAR YEAR 2021**

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	\$

<b>13. Repairs Plumbing</b>	\$	<b>32. Other</b>	\$
<b>14. Utilities Gas</b>	\$	<b>33. TOTAL (Add 1 through 32)</b>	\$
<b>15. Utilities Oil</b>	\$	<b>34. Real Estate Taxes</b>	\$
<b>16. Utilities Electricity</b>	\$		
<b>17. Utilities Water</b>	\$		
<b>18. Utilities Sewer</b>	\$		
<b>19. Maintenance Wages</b>	\$		

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