

HOTEL ASSET DISPOSITION QUESTIONNAIRE

Hotel _____
Address _____
Phone _____
Email _____
Website _____
Hotel Contact _____
Year Built _____ Year Renovated _____
Hospitality Type:

Microstay -- Motel -- Extended Stay -- Limited Service -- Select Service -- Boutique -- Full-Service -- Luxury

Interior or Exterior Corridor? _____
Asset Class _____
Star Rating _____
Flag/Brand _____
In-Room Amenities _____
Services Offered _____
Recreational Facilities _____
On-Site Restaurant or Shops? Y N
Parking _____
Is room service available? Y N What times? _____

REQUEST THE FOLLOWING INFORMATION:

- Audited balance sheet (for last 5 years).
- Annual audited profit and loss statements, with full supporting schedules (for last 5 years).
- Current year-to-date profit and loss statement with comparison to previous year.
- Monthly profit and loss statements, with full supporting schedules (for last 3 years).
- Occupancy and average daily rate (for last 3 years).
- Capital expenditures for the last 5 years, with current projections for expenditures.
- All architectural & engineering plans and specifications.
- All inspection reports, including health, fire, building and elevator.
- Copies of all studies, including all recent appraisals, market studies, environmental, engineering reports and marketing plans.
- List of all tenants, rent rolls, deposits and term of lease.
- Inventory of FF&E, supplies, consumables and inventories.
- Real and personal property tax bills for the last 3 years.
- Schedule of all insurance coverage, including cost and expiration.
- The legal property description.
- Copies of all material contracts, particularly including hotel management agreements, hotel franchise or license agreements, employment agreements, union agreements (collective bargaining agreements or CBAs), leases, service contracts, licenses, permits, and any documents evidencing obligations that the purchaser is expected to assume.
- Copies of all trademarks, trade names and copyrights.

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- Copies of all notes and mortgages currently encumbering the property.
- Details of any administrative action or litigation threatened or pending against the hotel.
- Estoppel letters from any mortgagors (lenders) and tenants.
- A list of employees, including name, position, salary, benefits, together with the employee's employment file.
- A list of future reservations and bookings, including name of party, deposit received, rate guaranteed, dates and status.
- List of all purveyors and sources of supplies and services.