

## HOTEL QUESTIONNAIRE

**To assist LENDER in evaluating your hospitality financing proposal, we require the following information:**

**1. PURPOSE OF LOAN:**

a).  **Purchase** - (Please attach copy of buy/sell contract)

Explain why property is being sold:

\_\_\_\_\_What are the franchisor's requirements for transferring the property? (Attach a copy of punchlist if applicable)

b).  **Refinance of Existing Loan**

Please attach copies of notes and security documents and explain reasons for refinancing.

c).  **Renovations**

Are renovations required by franchisor? Yes  No  If yes, please attach franchisor punchlist with bids

d).  **New Construction**

Please attach copies of construction bids, FF&E and land contract, if available. Please advise as to the timetable when these items will become available.

**2. HOTEL INFORMATION:**

a). Total number of rooms \_\_\_\_\_ Size of rooms \_\_\_\_\_ N x \_\_\_\_\_ N Number of stories \_\_\_\_\_ Number of buildings

Number of Singles \_\_\_\_\_ Kings \_\_\_\_\_ Doubles \_\_\_\_\_ Suites \_\_\_\_\_ Handicapped \_\_\_\_\_ Weeklies (if any)

Weekly rate \_\_\_\_\_ Rooms out of service \_\_\_\_\_ (Attach list of repairs needed to reopen these rooms)

b). ADR for past 12 months (if applicable) \$ \_\_\_\_\_ Occupancy \_\_\_\_\_ %

c). Total square footage of land \_\_\_\_\_ Leased? \_\_\_\_\_ If leased, attach copy of lease.

d). Was the building constructed prior to January 1, 1981? Yes  No

e). If yes, has the building been tested for Asbestos containing materials (ACM), lead-based paint, or lead in drinking water?

Yes  No  Describe \_\_\_\_\_ (or attach ESA)

f). Are there any known or suspected environmental problem areas on the property? (i.e. asbestos or underground gasoline storage tanks) Yes  No  If Yes, please explain

\_\_\_\_\_ g).

Are any operations and maintenance plans (O&M plans) in effect at the facility?

h). Construction:

Exterior:

	Brick	Concrete Block	Prefab	Stucco	Other	Yr. Constructed
Bldg 1						
Bldg 2						
Bldg 3						
Bldg 4						

Roofing:

	Shingle	Metal	Tile	Flat	Pitched	Age of roof
Bldg 1						
Bldg 2						
Bldg 3						

Parking Lot:

Concrete \_\_\_\_\_ Asphalt \_\_\_\_\_ No. of spaces \_\_\_\_\_

Describe condition: \_\_\_\_\_

Interior:

	Interior corridor	Exterior corridor	Elevators (Y or N)
Bldg 1			
Bldg 2			
Bldg 3			
Bldg 4			

Number of meeting or banquet rooms \_\_\_\_\_ Description and capacity

Swimming pool (Yor N) \_\_\_\_\_ Truck parking (Yor N)

Restaurant (Yor N) \_\_\_\_\_ If yes, is it \_\_\_\_\_ Leased \_\_\_\_\_ Closed \_\_\_\_\_ Owner operated \_\_\_\_\_ Description and capacity

\_\_\_\_\_ Terms \_\_\_\_\_ What includes \_\_\_\_\_ Lounge

(Yor N) \_\_\_\_\_ If yes, is it \_\_\_\_\_ Leased \_\_\_\_\_ Closed \_\_\_\_\_ Owner operated \_\_\_\_\_ Description and capacity

\_\_\_\_\_ Terms \_\_\_\_\_ What includes \_\_\_\_\_

Televisions:

No. of units			
Brand Name			
Age			
Remote (Yor N)			

HVAC: Central \_\_\_\_\_ Individual Units \_\_\_\_\_

No. of units			
Brand Name			
Age			

Bathroom description (i.e. flooring, tubs, ceilings, etc.)

Reservation system description

Other computer system description

Telephone system description

If any of the following items are leased or to be leased within the next 12 months, mark below and attach copies of leases.

TV's \_\_\_\_\_ Telephones \_\_\_\_\_ Reservation system

Signs \_\_\_\_\_ Furniture \_\_\_\_\_ Phone system

Date and summary of scope of last renovation

**3. HOTEL LOCATION:**

Physical address of property

Nearby highways

Street in front of property:

One way - Yes\_\_\_ No\_\_\_ How many lanes?\_\_\_\_\_ Direct access - Yes\_\_\_ No

Turning lane - Yes\_\_\_ No\_\_\_ Speed limit\_\_\_\_\_

Hotel traffic:

Destination\_\_\_\_\_% Transient\_\_\_\_\_% Tourist\_\_\_\_\_% Local\_\_\_\_\_%

Any construction being performed on this road now or being planned in the future?\_\_\_ If so, to what degree?

\_\_\_\_\_ Are there any drainage problems?\_\_\_ If so, please explain\_\_\_\_\_

Competitors:

Name	Rooms	Property age	ADR	Occupancy	Distance away
1.					
2.					
3.					
4.					
5.					
6.					

**Are you aware of any to-be-completed properties which will compete with this property? Yes\_\_\_ No**  
**If yes, please describe**

Restaurants:

Name Distance away

Gas Stations:

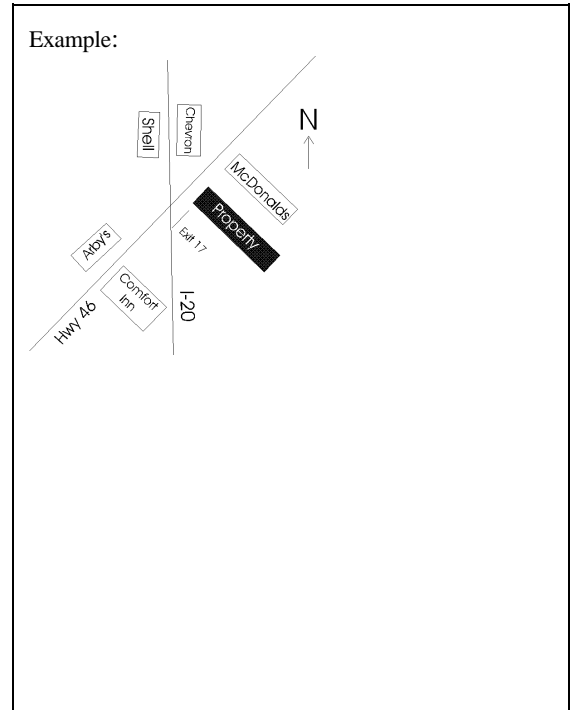
Name Distance away

1.			1.	
2.			2.	
3.			3.	
4.			4.	

Describe in detail other businesses in the area:

Are there any Adult Entertainment businesses nearby? Yes \_\_\_ No \_\_\_ If yes, detail

In detail, please draw a map of the area indicating property, nearby highways, competitors, access to property, etc. (See Example)



**Items to attach:**

**A). Pictures of property**

**including:**

- |   |   |
|---|---|
| <b>1. Outside - All sides</b>                 | <b>2. Rooms - All types</b>                 |
| <b>3. Bath area</b>                           | <b>4. Hallways</b>                          |
| <b>5. Lobby</b>                               | <b>6. Pool area</b>                         |
| <b>7. View on street facing across street</b> | <b>8. View on street facing to the left</b> |
| <b>9. View on street facing to the right</b>  | <b>10. View of property from highway</b>    |

**B). Recent appraisals (if available)**

**C). Last franchise inspection report**

Signature \_\_\_\_\_ Date \_\_\_\_\_

