

HOTEL BUSINESS INCOME AND EXTRA EXPENSE WORKSHEET

This worksheet is intended to estimate

- a) the net profits plus continuing expenses (Business Income) that the business would have realized had no loss occurred;
 b) Extra Expenses necessary to maintain market share and customer base, and to reduce the duration and severity of the loss.

Name and Location of Business Entity

Prior 12 Month Period	Profit & Expense Items	Projected 12 Month Period
	NET PROFITS , without deductions for Income Taxes	
	ADD: FIXED CHARGES AND OTHER EXPENSES - only those expenses that will continue while the business is out of operation	
	Interest	
	Taxes	
	Rentals & Leases (Equipment/Vehicles)	
	Advertising & Promotions	
	Franchise fees	
	Fixed Utility Payments - Heat, Light, Power (while hotel is out of operation)	
	Insurance & Pension Plan Payments/Premiums	
	Bad Debts	
	Postage, telephone and telegraph	
	Professional Services	
	Depreciation & Repairs (buildings, fixtures, equipment)	
	Travelling Expenses	
	Common Area Expenses	
	Corporate Overhead	
	Sundry operating expenses (including delivery services)	
	Total salaries/wages of "Key Employees" (officers, executives, department managers, employees under contract, and other important employees) whose services would be RETAINED during suspension of business operations	
	Compensation Insurance Premiums, Social Security, Unemployment Insurance and Other Charges allocated to salaries/wages included above	
	100% BUSINESS INCOME VALUE	
	X Coinsurance % (50,80,100,125)	
	BUSINESS INCOME LIMIT REQUIRED	
	*ORDINARY PAYROLL (if exluded, leave blank)	
	*Number of Days Covered (90 or 180):	
	BUSINESS INCOME PLUS ORDINARY PAYROLL:	

****Consider costs associated with both a full and partial loss of operations:**

1st Month	Extra Expense Items	Each Subsequent Month
	Costs associated with walking guests to local hotels	
	Benefits provided to guests to assure return business (ie gift certificates for hotel/restaurant, etc.)	
	Rent at Temporary location and/or Storage Facilities	
	- <i>Light, heat & power at temporary location</i>	
	- <i>Maintenance at temporary location</i>	
	- <i>Insurance at temporary location</i>	
	- <i>Telephone and communications (installation and maintenance at temporary/ location)</i>	
	- <i>Temporary fixtures, machinery & equipment</i>	
	Moving & hauling	
	Employee expenses:	
	- <i>Overtime</i>	
	- <i>Additional staff (ie security, engineers)</i>	
	- <i>Contract Services Purchased</i>	
	Additional Advertising	
	Automobile rentals	
	Bonuses paid	
	Other:	
	TOTAL	

TOTAL EXTRA EXPENSE VALUE (1st month + subsequent months expenses):

TOTAL - BUSINESS INCOME+ EXTRA EXPENSE LIMIT:

<p>(Name of Insured)</p> <p>_____</p> <p>(Signature of Official and Title)</p> <p>_____</p> <p>Date Completed</p>	
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