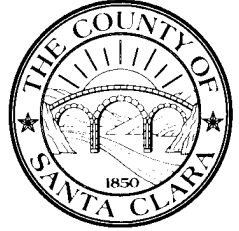


County of Santa Clara

Office of the County Assessor
Real Property Division

County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110-1770
1-408-299-5300 FAX 1-408-298-9439



Lawrence E. Stone, Assessor

SUBJECT: Assessor Parcel Number (APN):
Situs Address:

The Assessor's Office is reviewing the assessed value of your property for the 2021/2022 regular roll. Section 51(a)(2) of the California Revenue and Taxation Code allows for the temporary reduction in the assessed value when the market value of the property as of the January 1, 2021 lien date falls below the current assessed value. In order to assist us in making a fair and equitable valuation, our office is requesting the following information.

1. Your opinion of value as of the date in question and how it was derived.
2. Number of units, average annual room rate (ADR), RevPar, and occupancy rate for three calendar years prior to the date in question along with three calendar years of income and expense statements.
3. If the property had a change of ownership in 2020, we will need a copy of the purchase agreement or sales agreement and closing statements including all addendums.
4. If the property underwent construction in 2020, we will need the construction contract and itemized breakdown of the total cost including hard and soft cost, and indirect development cost along with completion date.
5. A copy of any recent appraisal, analysis, or proforma done for the property and any other relevant information that will assist us in the assessment of the above property.
6. Copy of Franchise Agreement, Management Agreement, Franchise Inspection Report, and Product Improvement Plan.
7. Any other information which you feel is relevant for the proper determination of value.

The Assessor's Office is requesting this information under Section 441(d) of the California Revenue and Taxation Code. We ask that this information be provided no later than February 26, 2021. Please contact the undersigned appraiser at (408) 299-5300 if you have any questions. Thank you for your prompt attention concerning this matter.

Sincerely,

LAWRENCE E. STONE
County Assessor

*Sample Letter Sent To
Hotel/Motel Owners*