

RENT, PROPERTY AND OTHER TAXES, AND INSURANCE— SCHEDULE 10

| | CURRENT MONTH | | | YEAR-TO-DATE | | |
|--|---------------|----------|------------|--------------|----------|------------|
| | ACTUAL | FORECAST | PRIOR YEAR | ACTUAL | FORECAST | PRIOR YEAR |
| | \$ % | \$ % | \$ % | \$ % | \$ % | \$ % |
| RENT | | | | | | |
| Land and Buildings | | | | | | |
| Information Systems Equipment | | | | | | |
| Telecommunications Equipment | | | | | | |
| Other Property and Equipment | | | | | | |
| Total Rent | | | | | | |
| PROPERTY AND OTHER TAXES | | | | | | |
| Real Estate Taxes | | | | | | |
| Personal Property Taxes | | | | | | |
| Business and Transient Occupation Taxes | | | | | | |
| Other Taxes | | | | | | |
| Total Property and Other Taxes | | | | | | |
| INSURANCE | | | | | | |
| Building and Contents | | | | | | |
| Liability | | | | | | |
| Total Insurance | | | | | | |
| TOTAL RENT, PROPERTY AND OTHER TAXES, AND INSURANCE | | | | | | |

Rent, Property and Other Taxes, and Insurance—Schedule 10 illustrates the proper format for reporting Rent, Property and Other Taxes, and Insurance. Individual properties may delete irrelevant line items, but the *Uniform System* does not provide for the addition or substitution of other expense line items. Rather, properties may choose to develop a sub-account/sub-schedule to provide more detail related to a particular expense item. This sub-account/sub-schedule is then to be rolled into the appropriate line item. Additionally, properties may choose to delete some of the columns or to show them in a different order and remain "in conformity with the *Uniform System*."

Rent

The costs associated with the leasing and rental of property and equipment are charged to the Rent line item. Rent expense includes operating leases, ground lease rent, and rentals of property and equipment, other than those rented for a specific function or event, such as a specific banquet or New Year's Eve party. The rental of property or equipment for a specific event is generally short-term and the costs charged to the appropriate department. For example, tables and chairs rented for an outdoor wedding reception for a food and beverage client are charged to the appropriate line item/account in Food and Beverage. The costs associated with the

following are examples of operating leases and rentals that are included in the Rent line item: land and building leases, information systems and telecommunications or audiovisual equipment, vehicle leases, copiers, and leased or rented items other than those related to a specific function.

Land and Buildings

If the property is leased under an operating lease, this line item is charged with the amount of the rental of the property. Rent is separated into base and participating rents.

Information Systems Equipment

Rental of information systems and related hardware is charged to this line item.

Telecommunications Equipment

This line item is charged with the rental of telecommunications equipment.

Other Property and Equipment

Other rentals include any other major items (for example, vehicles) which, had they not been rented, would be purchased and capitalized as property and equipment. Rental of miscellaneous equipment (copiers, projectors, and sound equipment) for a specific function, such as a banquet or similar function or merely to meet peak demand for a short-term period, is charged to the appropriate department and is not considered a rental expense chargeable to this line item.

Total Rent

Total Rent is calculated by adding all items listed under Rent. The percentage for each line item expense as well as Total Rent is calculated by dividing the dollar amount of that line item by Total Revenue for the entire property.

Total Rent is the same amount that appears on Summary Operating Statement under Fixed Charges—Rent.

Property and Other Taxes

Real Estate Taxes

This account is charged with all taxes assessed against the real property of the property by a state or political subdivision of the state, such as a county or city. Business Improvement District (BID) assessments are also included in this category. Assessments for public improvements are not to be included in this line item as they are generally capitalized as property and equipment. This account also includes any professional fees incurred by the property in appealing a tax assessment. Refunds received from an overpayment of taxes are recorded to this account as a contra item.

Personal Property Taxes

Taxes on furnishings, fixtures, and equipment are charged to this line item.

Business and Transient Occupation Taxes

Taxes such as gross receipts tax on sale of rooms, food, and beverage that cannot be passed along to customers are charged to this line item.

Other Taxes

Any taxes other than income and payroll taxes are charged to this line item and separately identified if material in a sub-schedule.

Total Property and Other Taxes

Total Property and Other Taxes is calculated by adding all items listed under Property and Other Taxes. The percentage for each line item expense as well as Total Property and Other Taxes is calculated by dividing the dollar amount of that line item by Total Revenue for the entire property.

Total Property and Other Taxes is the same amount that appears on Summary Operating Statement under Fixed Charges—Property and Other Taxes.

Insurance

Building and Contents

The cost of insuring the property's building and contents against damage or destruction by fire, weather, sprinkler leakage, boiler explosion, plate glass breakage, or any other cause is charged to this account. This account also includes amounts expended as a result of deductible provisions of insurance policies as well as costs incurred for underinsurance, such as costs incurred as a result of coinsurance and legal settlement costs.

Liability

General insurance costs, including premiums relating to liability, including Directors and Officers coverage and miscellaneous professional liability coverage, fidelity, and theft coverage, are charged to this account. Payroll-related insurance (workers' compensation) is included in Employee Benefits in the appropriate departmental schedule to which the associated payroll is charged. This account also includes amounts expended as a result of deductible provisions of insurance policies. Premium adjustments resulting from the audit of underwriting assumptions submitted to insurance carriers are reported here as are legal settlement costs.

Total Insurance

Total Insurance is calculated by adding all items listed under Insurance. The percentage for each line item expense as well as Total Insurance is calculated by dividing the dollar amount of that line item by Total Revenue for the entire property.

Total Insurance is the same amount that appears on Summary Operating Statement under Fixed Charges—Insurance.

Total Rent, Property and Other Taxes, and Insurance

Total Rent, Property and Other Taxes, and Insurance is calculated by adding Total Rent, Total Property and Other Taxes, and Total Insurance. The percentage for Total

Rent, Property and Other Taxes, and Insurance is calculated by dividing Total Rent, Property and Other Taxes, and Insurance by Total Revenue for the entire property.

Total Rent, Property and Other Taxes, and Insurance is the same amount that appears on Summary Operating Statement under Total Fixed Charges.