



OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
RECORDER & ELECTIONS**  
COUNTY OF SAN MATEO

**MARK CHURCH**  
ASSESSOR-COUNTY CLERK-  
RECORDER & CHIEF ELECTIONS OFFICER

**INSTRUCTIONS**

**PLEASE READ ALL INSTRUCTIONS ACCOMPANYING FORM 571-L PRIOR TO COMPLETING THIS SUPPLEMENTAL SCHEDULE**

**GENERAL INFORMATION**

This supplemental schedule for HOTELS AND/OR MOTELS replaces the original Schedule A on the preprinted Business Property Statement, Form 571L. Use this schedule, designed for your specific business, to report your "Cost of Equipment" by year of acquisition. DO NOT use Schedule A on the preprinted Form 571L.

REPORT ALL EQUIPMENT OWNED BY YOU ON THIS SUPPLEMENTAL SCHEDULE. REPORT ALL BUILDING OR LEASEHOLD IMPROVEMENTS ON SCHEDULE B, PAGE (P2) OF FORM 571L.

Attach this supplemental schedule to your corresponding Form 571-L. Other schedules may be submitted and attached to Form 571-L to report additional information, which will assist the Assessor in determining the fair market value.

If additional information is needed, please contact the Assessor's office cited on the face of your Form 571-L.

**NAME**

Enter the name of assessee as shown on the front page of the preprinted Form 571-L.

**LOCATION OF PROPERTY**

Enter the location of property as shown on the front of the preprinted Form 571-L. If no location is shown, enter the correct street address, city, and ZIP code where your property is located.

**COST DETAIL: EQUIPMENT**

**LINES 1-18 and 20-30**

Enter in the appropriate column the cost of your equipment segregated by calendar year of acquisition. Report full cost; do not deduct investment credits, trade-in allowances or depreciation. Include equipment acquired through a lease-purchase agreement at the selling price effective at the inception of the lease and report the year of the lease as the year of acquisition. (If final payment has NOT been made, report such equipment in Part III, page (P1) of Form 571L.) Exclude the cost of equipment actually removed from the site. The cost of equipment retired, but not removed from the site, must be reported. Total each column.

**LINES 32**

Enter the total of all columns from lines 19 and 31 (not line 44). Enter the same total on line 6, Part II, page (P1) of the preprinted Form 571L.

**OTHER SUPPLIES**

**LINES 33-43**

Report "Other Supplies" in the columns provided, including the original purchase or setup cost. Enter the totals onto lines 7 and 8, Part II, page (P1) of the preprinted Form 571L. Do not duplicate the reporting of "OTHER SUPPLIES" with that shown on line 1, Part II, page (P1).

If supplies are directly expensed, indicate the amounts for the previous 5 years on a separate attachment

2023

SUPPLEMENTAL SCHEDULE TO FORM 571L FOR HOTELS AND MOTELS

2023

NAME:	ACCOUNT NUMBER
LOCATION OF PROPERTY:	

**COST DETAIL: EQUIPMENT**

*Include equipment expense and fully depreciated items. Include sales or use tax, freight and installation costs. Attach schedules as needed. Lines 18 and 30 "Prior" - Report detail by year(s) of acquisition on a separate schedule.*

**GENERAL INFORMATION (Complete This Section)**

TYPE OF FACILITY (Check one): LUX <input type="checkbox"/> STD <input type="checkbox"/> ECON <input type="checkbox"/>		NO. OF ROOMS: TOTAL: _____
RESTAURANT: YES <input type="checkbox"/> NO <input type="checkbox"/>	BAR: YES <input type="checkbox"/> NO <input type="checkbox"/>	BANQUET ROOM: YES <input type="checkbox"/> NO <input type="checkbox"/>

Line No.	CALENDAR YEAR OF ACQUISITION	HOTEL FURNISHINGS AND TELEPHONE SYSTEM		OFFICE FURNITURE AND EQUIPMENT		SIGNS, RESTAURANT, KITCHEN AND LAUNDRY EQUIPMENT		TELEVISIONS	
		COST	Assessor's Use Only	COST	Assessor's Use Only	COST	Assessor's Use Only	COST	Assessor's Use Only
1	2022								
2	2021								
3	2020								
4	2019								
5	2018								
6	2017								
7	2016								
8	2015								
9	2014								
10	2013								
11	2012								
12	2011								
13	2010								
14	2009								
15	2008								
16	2007								
17	2006								
18	Prior								
19	<b>Total</b>								

Line No.	CALENDAR YEAR OF ACQUISITION	COMPUTERS, RESERVATION SYSTEM, ETC.		CARPETS, DRAPES		Line No.	OTHER SUPPLIES			
		COST	Assessor's Use Only	COST	Assessor's Use Only		RESTAURANT, KITCHEN AND BAR SUPPLIES		BEDDING, UNIFORMS, LINEN (OWNED), ETC.	
		COST	Assessor's Use Only	COST	Assessor's Use Only		COST	Assessor's Use Only	COST	Assessor's Use Only
20	2022					33				
21	2021					34				
22	2020					35				
23	2019					36				
24	2018					37				
25	2017					38				
26	2016					39				
27	2015					40				
28	2014					41				
29	2013					42				
30	Prior					43				
31	<b>Total</b>					44				

32 Add totals on lines 19 and 31 (not line 44). Enter here and on line 6, Part II, page (P1) of Form 571L

TAXPAYER'S REMARKS	ASSESSOR'S USE ONLY