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January 3, 2019

VIA FEDEX

Town of Montgomery Industrial Development Agency
Attn.: F. Edward Devitt, Chief Executive Officer
110 Bracken Road
Montgomery, NY 12549

RE: PATEL, RAKHIL from
GOODWILL PROPERTIES, LLC
WITH TOWN OF MONTGOMERY
IDA
PREMISES: HOLIDAY INN EXPRESS &
SUITES
2105 STATE ROUTE 208
MONTGOMERY, NY 12549

Dear Mr. Devitt:

This firm represents Rakhil Patel, applicant with respect to the above referenced matter, including, but not limited to the continuance of PILOT benefits for the above referenced property. We enclose two copies of the Application and Exhibits, together with a check in the sum of \$500.00 for the application fee. The existing PILOT agreement was put in place in 2013. In order to make the hotel acquisition viable, if the Application is approved, Mr. Patel is seeking a reset of the tax exemption to year one. Kindly confirm if this is an available option.

Please contact our office with any questions. Thank you.

Very truly yours,


ADAM K. KURLAND

AKK:ldc
Enc.

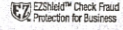
HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER. HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED.



WEST POINT REALTY d/b/a
1106 RT. 9W • P.O. BOX 620 • FT. MONTGOMERY, NY 10922
(845) 446-4277



50-7044/2223



8764

12/31/2018

PAY TO THE
ORDER OF Town of Montgomery IDA

\$ **500.00

Five Hundred and 00/100*****

DOLLARS

Town of Montgomery IDA

MEMO



AUTHORIZED SIGNATURE

Security features. Details on back.



⑈008764⑈ ⑆222370440⑆000083102012⑈

TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY

APPLICATION

IMPORTANT NOTICE: The answers to the questions contained in this application are necessary to determine your firm's eligibility for financial assistance from the Town of Montgomery Industrial Development Agency. These answers will also be used in the preparation of papers in this transaction. Accordingly, all questions should be answered accurately and completely by an officer or other employee of your firm who is thoroughly familiar with the business and affairs of your firm and who is also thoroughly familiar with the proposed project. This application is subject to acceptance by the Agency.

TO: Town of Montgomery Industrial Development Agency
110 Bracken Road
Montgomery, New York 12549
Attention: Chief Executive Officer



This application by applicant respectfully states:

APPLICANT: Rakhil Patel

APPLICANT'S STREET ADDRESS: 7 Rubinstein Ct.

CITY: New Hempstead STATE: NY ZIP CODE: 10977

PHONE NO.: 845-821-0070 FAX NO.: 845-446-4288 E-MAIL: rakhilhie@gmail.com

NAME OF PERSON(S) AUTHORIZED TO SPEAK FOR APPLICANT WITH RESPECT TO THIS APPLICATION: Dilip Patel / Rakhil Patel / Vishal Patel / Taruna Patel

IF APPLICANT IS REPRESENTED BY AN ATTORNEY, COMPLETE THE FOLLOWING:

NAME OF FIRM: Adam K. Kurland, Attorney at Law, P.C.

NAME OF ATTORNEY: Adam Kurland, Esq.

ATTORNEY'S STREET ADDRESS: 337 N. Main St., Suite 11

CITY: New City STATE: NY ZIP CODE: 10956

PHONE NO.: 845 638 4700 FAX NO.: _____ E-MAIL: akurland@akkpc.com

NOTE: PLEASE READ THE INSTRUCTIONS ON PAGE 2 BEFORE FILLING OUT THIS APPLICATION.

INSTRUCTIONS

1. The Agency will not approve any application unless, in the judgment of the Agency, said application and the summary contains sufficient information upon which to base a decision whether to approve or tentatively approve an action.
2. Fill in all blanks, using "none" or "not applicable" or "N/A" where the question is not appropriate to the project which is the subject of this application (the "Project").
3. If an estimate is given as the answer to a question, put "(est)" after the figure or answer which is estimated.
4. If more space is needed to answer any specific question, attach a separate sheet.
5. When completed, return two (2) copies of this application to the Agency at the address indicated on the first page of this application.
6. The Agency will not give final approval to this application until the Agency receives a completed environmental assessment form concerning the Project which is the subject of this application.
7. Please note that Article 6 of the Public Officers Law declares that all records in the possession of the Agency (with certain limited exceptions) are open to public inspection and copying. If the applicant feels that there are elements of the Project which are in the nature of trade secrets or information, the nature of which is such that if disclosed to the public or otherwise widely disseminated would cause substantial injury to the applicant's competitive position, the applicant may identify such elements in writing and request that such elements be kept confidential in accordance with Article 6 of the Public Officers Law.
8. The applicant will be required to pay to the Agency all actual costs incurred in connection with this application and the Project contemplated herein (if applicable, such expenses may be paid out of proceeds of any bonds issued by the Agency to finance the project). The applicant will also be expected to pay all costs incurred by general counsel and bond counsel/special counsel to the Agency. The costs incurred by the Agency, including the Agency's general counsel and bond counsel, may be considered as a part of the project, and if applicable included as a part of any resultant bond issue.
9. The Agency has established an application fee of Five Hundred Dollars (\$500) to cover the anticipated costs of the Agency in processing this application. A check or money order made payable to the Agency must accompany each application. THIS APPLICATION WILL NOT BE ACCEPTED BY THE AGENCY UNLESS ACCOMPANIED BY THE APPLICATION FEE.
10. The Agency has established a project fee for each project in which the Agency participates. UNLESS THE AGENCY AGREES IN WRITING TO THE CONTRARY, THIS PROJECT FEE IS REQUIRED TO BE PAID BY THE APPLICANT AT OR PRIOR TO THE GRANTING OF ANY FINANCIAL ASSISTANCE BY THE AGENCY.

FOR AGENCY USE ONLY

1.	Project Number	_____
2.	Date application received by Agency	_____, 20____
3.	Date application referred to attorney for review	_____, 20____
4.	Date copy of application mailed to members	_____, 20____
5.	Date notice of Agency meeting on application posted	_____, 20____
6.	Date notice of Agency meeting on application mailed	_____, 20____
7.	Date of Agency meeting on application	_____, 20____
8.	Date notice of public hearing on application posted	_____, 20____
9.	Date notice of public hearing on application mailed	_____, 20____
10.	Date notice of public hearing on application published	_____, 20____
11.	Date public hearing conducted	_____, 20____
12.	Date Environmental Assessment Form ("EAF") received	_____, 20____
13.	Date Agency completed environmental review	_____, 20____
14.	Date of final approval of application	_____, 20____

AGENCY FEE SCHEDULE INFORMATION

1. APPLICATION FEE: \$500.00 (Non-refundable)

2. AGENCY FEE:

- (a) $\frac{3}{4}$ of 1% of the first \$2,000,000 of Total Project Costs
- (b) $\frac{1}{2}$ of 1% of the remaining Total Project Cost

3. AGENCY COUNSEL FEE:

- (a) Determine on a Project by Project Basis

SUMMARY OF PROJECT

Applicant: Rakhil Patel –

Company name To be Determined

Contact Person: Rakhil Patel / Dilip Patel

Phone Number: (845) 821 - 0070

Occupant: Holiday Inn Express & Suites - Montgomery

Project Location: 2105 NY-208, Montgomery, NY 12549

Approximate Size of Project Site: 121, 968 sq. ft.

Description of Project: 81 Room Hotel

Type of Project:

☐ Manufacturing

☐ Warehouse/Distribution

☐ Commercial

☐ Not-For-Profit

X Other-Specify ---- Existing Hotel

Employment Impact: Existing Jobs - 25 New Jobs - 3

Project Cost: \$ 10,218,377

Type of Financing:

☐ Tax-Exempt

X- Taxable

☐ Straight Lease

Amount of Bonds Requested: \$ _____

Estimated Value of Tax-Exemptions:

N.Y.S. Sales and Compensating Use Tax: \$ 60,000

Mortgage Recording Taxes: \$ 80,000

Real Property Tax Exemptions: \$ 673,304.48

Other (please specify): \$ _____

Provide estimates for the following:

Number of Full Time Employees at the Project Site before IDA Status: 25

Estimate of Jobs to be Created: 3

Estimate of Jobs to be Retained: 25

Average Estimated Annual Salary of Jobs to be Created: \$23000

Annualized Salary Range of Jobs to be Created: 40k – 60k

Estimated Average Annual Salary of Jobs to be Retained: \$695,000

I. INFORMATION CONCERNING THE PROPOSED OCCUPANT OF THE PROJECT (HEREINAFTER, THE "COMPANY").

A. Identity of Company:

1. Company Name: TBD

Present Address: 7 Rubinstein Ct New Hempstead, NY

Zip Code: 10977

Employer's ID No.: TBD

2. If the Company differs from the Applicant, give details of relationship:

Applicant to form a Corporation to hold title to the property

3. Indicate type of business organization of Company:

a. Corporation (If so, incorporated in what country? USA
What State? NY Date Incorporated, Type of Corporation
S-Corp Authorized to do business in New York? Yes X;
No).

b. Partnership (If so, indicate type of partnership ,
Number of general partners , Number of limited partners).

c. Limited liability company (If so, formed in what state? ,
Number of Members? , Date formed? , Authorized to do
business in New York State? Yes No).

d. Sole proprietorship.

4. Is the Company a subsidiary or direct or indirect affiliate of any other organization(s)? If so, indicate name of related organization(s) and relationship:

NO

B. Management of Company:

1. List all owners, officers, members, directors and partners (complete all columns for each person):

NAME (First, Middle, Last) HOME ADDRESS	OFFICE HELD	OTHER PRINCIPAL BUSINESS
Rakhil Dilip Patel 13 Joel Ave. Edison, NJ	Secretary, Director	
Taruna Patel 7 Rubinstein Ct. New Hempstead, NY 10977	President, Director	

2. Is the Company or management of the Company now a plaintiff or a defendant in any civil or criminal litigation? Yes ____; No X.

3. Has any person listed above ever been convicted of a criminal offense (other than a minor traffic violation)? Yes ____; No X.

4. Has any person listed above or any concern with whom such person has been connected ever been in receivership or been adjudicated a bankrupt? Yes ____; No X.
(If yes to any of the foregoing, furnish details in a separate attachment).

5. If the answer to any of questions 2 through 4 is yes, please, furnish details in a separate attachment.

C. Principal Owners of Company:

1. Principal owners of Company: Is Company publicly held? Yes ____; No X.
If yes, list exchanges where stock traded:

2. If no, list all stockholders having a 5% or more interest in the Company:

NAME	ADDRESS	PERCENTAGE OF HOLDING
Rakhil Dilip Patel	13 Joel Ave. Edison, NJ	30%
Taruna Patel	7 Rubinstein Ct. New Hempstead, NY	70%

D. Company's Principal Bank(s) of account: TBD

II. DATA REGARDING PROPOSED PROJECT

A. Summary: (Please provide a brief narrative description of the Project.)

Company is purchasing an existing Holiday Inn Express Hotel, built 2014 to operate and Manage

B. Location of Proposed Project:

1. Street Address: 2105 NY-208
2. City of
3. Town of Montgomery
4. Village of
5. County of Orange
6. School District: Valley Central

7. Tax Map Number: Section: 29 -1-24.2

C. Project Site: Existing 81 Room Holiday Inn Express

1. Approximate size (in acres or square feet) of Project site: 121968 SqFt. Is a map, survey, or sketch of the project site attached? Yes X; No ____.

2. Are there existing buildings on project site? Yes X; No ____.
a. If yes, indicate number and approximate size (in square feet) of each existing building: 1 Building; **45,000 sqft**

b. Are existing buildings in operation? Yes X; No ____.
If yes, describe present use of present buildings:

Holiday Inn Express - HOTEL

c. Are existing buildings abandoned? Yes ____; No X. About to be abandoned? Yes ____; No X. If yes, describe:

d. Attach photograph of present buildings. See Attached

3. Utilities serving project site:
 Water-Municipal:
 Other (describe)
 Sewer- Municipal:
 Other (describe)
 Electric-Utility: Central Hudson
 Other (describe)
 Heat-Utility: Central Hudson
 Other (describe)
4. Present legal owner of project site: Goodwill Properties LLC
- a. If the Company owns project site, indicate date of purchase: _____, 20____; Purchase price: \$ _____.
- b. If Company does not own the Project site, does Company have option signed with owner to purchase the Project site? Yes X; No _____. If yes, indicate date option signed with owner: **December 15th, 2018**; and the date the option expires: **February 15th, 2019**.
- c. If the Company does not own the project site, is there a relationship legally or by common control between the Company and the present owners of the project site? Yes ____; No X. If yes, describe:
- d. Current Assessed Value of the Project site: \$ 5,696,000
- e. Current annual property tax payment of the Project site: \$ 57,392.16
5. a. Zoning District in which the project site is located: **B**
- b. Are there any variances or special permits affecting the site? Yes ____; No X. If yes, list below and attach copies of all such variances or special permits:

D. Buildings:

1. Does part of the project consist of the acquisition or construction of a new building or buildings? Yes ____; No X. If yes, indicate number and size of new buildings:
2. Does part of the project consist of additions and/or renovations to the existing buildings located on the Project site? Yes X; No _____. If yes, indicate the buildings to be expanded or renovated, the size of any expansions and the nature of expansion and/or renovation: **Main Building (Hotel); No Expansion; Renovation according to Franchise Brand Requirements. Renovation will be interior and exterior facelift and refreshing including change to some extent of furniture, fixtures, and equipment.**
3. Describe the principal uses to be made by the Company of the building or buildings to be acquired, constructed, or expanded: **Franchise Hotel Operations**

E. Description of the Equipment:

1. Does a part of the Project consist of the acquisition or installation of machinery, equipment or other personal property (the "Equipment")? Yes X; No ____.
If yes, describe the Equipment: **Aquiring all current equipment installed; Change or update to any equipment as required by the Franchise, including some extent of furniture and fixtures**
2. With respect to the Equipment to be acquired, will any of the Equipment be Equipment which has previously been used? Yes X; No _____. If yes, please provide detail: **Equipment that is in satisfactory condition and not required to be replaced will remain in operations as used in day to day activities in franchise hotel operations.**
3. Describe the principal uses to be made by the Company of the Equipment to be acquired or installed: **To be used in upper-midscale Hotel operations and management**

F. Project Use:

1. What are the principal products to be produced at the Project?
Hotel Services
2. What are the principal activities to be conducted at the Project?
Hotel Operations
3. Does the Project include facilities or property that are primarily used in making retail sales of goods or services to customers who personally visit such facilities? Yes X; No _____. If yes, please provide detail: **Hotel is used to provide upper-midscale lodging accommodations and services to paying customers**
4. If the answer to question 3 is yes, what percentage of the cost of the Project will be expended on such facilities or property primarily used in making retail sales of goods or services to customers who personally visit the Project? 100%
5. If the answer to question 3 is yes, and the answer to question 4 is more than 33.33%, indicate whether any of the following apply to the Project:

a. Will the Project be operated by a not-for-profit corporation? Yes ____;
No X. If yes, please explain:

b. Is the Project likely to attract a significant number of visitors from outside the economic development region in which the Project will be located? Yes X; No _____. If yes, please explain:

Location is near an airport, Hotel guest travelers may be from out of economic development region.

c. Would the Project occupant, but for the contemplated financial assistance from the Agency, locate the related jobs outside the State of New York? Yes ____; No X. If yes, please explain:

d. Is the predominant purpose of the Project to make available goods or services which would not, but for the Project, be reasonably accessible to the residents of the city, town or village within which the Project will be located, because of a lack of reasonably accessible retail trade facilities offering such goods or services? Yes X; No _____. If yes, please provide detail: **There is No other existing Upper-Midscale Lodging facility available in town of Montgomery.**

e. Will the Project be located in one of the following: (i) an area designed as an economic development zone pursuant to Article 18-B of the General Municipal Law; or (ii) a census tract or block numbering area (or census tract or block numbering area contiguous thereto) which, according to the most recent census data, has (x) a poverty rate of at least 20% for the year in which the data relates, or at least 20% of households receiving public assistance, and (y) an unemployment rate of at least 1.25 times the statewide unemployment rate for the year to which the data relates? Yes ____; No X. If yes, please explain: _____

6. If the answers to any of subdivisions c. through e. of question 5 is yes, will the Project preserve permanent, private sector jobs or increase the overall number of permanent, private sector jobs in the State of New York? Yes X; No _____. If yes, please explain: **Project will preserve permanent private sector jobs.**

7. Will the completion of the Project result in the removal of a plant or facility of the Company or another proposed occupant of the Project (a "Project Occupant") from one area of the State of New York to another area of the State of New York? Yes ____; No X. If yes, please explain:

8. Will the completion of the Project result in the abandonment of one or more plants or facilities of the Company located in the State of New York? Yes____; No_X____. If yes, please provide detail:
9. If the answer to either question 7 or question 8 is yes, indicate whether any of the following apply to the Project:
- a. Is the Project reasonably necessary to preserve the competitive position of the Company or such Project Occupant in its industry? Yes____; No___. If yes, please provide detail:
- b. Is the Project reasonably necessary to discourage the Company or such Project Occupant from removing such other plant or facility to a location outside the State of New York? Yes____; No___. If yes, please provide detail:
10. Will the Project be owned by a not-for-profit corporation? Yes____; No_X____. If yes, please provide detail:
11. Will the Project be sold or leased to a municipality? Yes____; No_X____. If yes, please provide detail:

G. Other Involved Agencies:

1. Please indicate all other local agencies, boards, authorities, districts, commissions or governing bodies (including any city, county and other political subdivision of the State of New York and all state departments, agencies, boards, public benefit corporations, public authorities or commissions) involved in approving or funding or directly undertaking action with respect to the Project. For example, do you need a municipal building permit to undertake the Project? Do you need a zoning approval to undertake the Project? If so, you would list the appropriate municipal building department or planning or zoning commission which would give said approvals.

None

2. Describe the nature of the involvement of the federal, state, or local agencies described above: N/A

H. Construction Status:

1. Has construction work on this project begun? Yes ____; No X. If yes, please discuss in detail the approximate extent of construction and the extent of completion. Indicate in your answer whether such specific steps have been completed as site clearance and preparation; completion of foundations; installation of footings; etc.: **Improvements will occur after approval and closing of the sale of the project.**
2. Please indicate amount of funds expended on this Project by the Company in the past three (3) years and the purposes of such expenditures: **N/A**

3. Please indicate the date the applicant estimates the Project will be completed:

Interior and exterior Improvements will be complete by the end of year 2020

I. Method of Construction after Agency Approval:

1. If the Agency approves the project which is the subject of this application, there are two methods that may be used to construct the project. The applicant can construct the project privately and sell the project to the Agency upon completion. Alternatively, the applicant can request to be appointed as "agent" of the Agency, in which case certain laws applicable to public construction may apply to the project. Does the applicant wish to be designated as "agent" of the Agency for purposes of constructing the project? Yes ____; No X.
2. If the answer to question 1 is yes, does the applicant desire such "agent" status prior to the closing date of the financing? Yes ____; No X.

III. INFORMATION CONCERNING LEASES OR SUBLEASES OF THE PROJECT. (PLEASE COMPLETE THE FOLLOWING SECTION IF THE COMPANY INTENDS TO LEASE OR SUBLEASE ANY PORTION OF THE PROJECT). N/A

- A. Does the Company intend to lease or sublease more than 10% (by area or fair market value) of the Project? Yes ____; No X. If yes, please complete the following for each existing or proposed tenant or subtenant:

1. Sublessee name: N/A
Present Address:
City: _____ State: _____ Zip: _____
Employer's ID No.:

Sublessee is: _____ Corporation: _____ Partnership: _____ Sole Proprietorship

Relationship to Company:

Percentage of Project to be leased or subleased:

Use of Project intended by Sublessee:

Date of lease or sublease to Sublessee:

Term of lease or sublease to Sublessee:

Will any portion of the space leased by this sublessee be primarily used in making retail sales of goods or services to customers who personally visit the Project?

Yes _____; No X_. If yes, please provide on a separate attachment (a) details and (b) the answers to questions II(F)(4) through (6) with respect to such sublessee.

2. Sublessee name:

Present Address:

City: _____ State: _____ Zip: _____

Employer's ID No.:

Sublessee is:

_____ Corporation: _____ Partnership: _____ Sole Proprietorship

Relationship to Company:

Percentage of Project to be leased or subleased:

Use of Project intended by Sublessee:

Date of lease or sublease to Sublessee:

Term of lease or sublease to Sublessee: _____

Will any portion of the space leased by this sublessee be primarily used in making retail sales of goods or services to customers who personally visit the Project?

Yes _____; No _____. If yes, please provide on a separate attachment (a) details and (b) the answers to questions II(F)(4) through (6) with respect to such sublessee.

3. Sublessee name:

Present Address:

City: _____ State: _____ Zip: _____

Employer's ID No.:

Sublessee is: _____ Corporation: _____ Partnership: _____ Sole Proprietorship

Relationship to Company:

Percentage of Project to be leased or subleased:

Use of Project intended by Sublessee:

Date of lease or sublease to Sublessee:

Term of lease or sublease to Sublessee:

Will any portion of the space leased by this sublessee be primarily used in making retail sales of goods or services to customers who personally visit the Project?

Yes _____; No _____. If yes, please provide on a separate attachment (a) details and (b) the answers to questions II(F)(4) through (6) with respect to such sublessee.

B. What percentage of the space intended to be leased or subleased is now subject to a binding written lease or sublease? **0%**

IV. Employment Impact

- A. Indicate the number of people presently employed at the Project site and the **additional** number that will be employed at the Project site at the end of the first and second years after the Project has been completed, using the tables below for (1) employees of the Applicant, (2) independent contractors, and (3) employees of independent contractors. (Do not include construction workers). Also indicate below the number of workers employed at the Project site representing newly created positions as opposed to positions relocated from other project sites of the applicant. Such information regarding relocated positions should also indicate whether such positions are relocated from other project sites financed by obligations previously issued by the Agency.

TYPE OF EMPLOYMENT Employees of Applicant					
	Professional or Managerial	Skilled	Semi-Skilled	Un-Skilled	Totals
Present Full Time	1	1	1		3
Present Part Time	2	3	4	15	24
Present Seasonal					
First Year Full Time					
First Year Part Time					
First Year Seasonal					
Second Year Full Time					
Second Year Part Time					
Second Year Seasonal					

TYPE OF EMPLOYMENT Independent Contractors					
	Professional or Managerial	Skilled	Semi-Skilled	Un-Skilled	Totals
Present Full Time					
Present Part Time					
Present Seasonal					
First Year Full Time	3	3			6
First Year Part Time					
First Year Seasonal					
Second Year Full Time					
Second Year Part Time					
Second Year Seasonal					

TYPE OF EMPLOYMENT Employees of Independent Contractors					
	Professional or Managerial	Skilled	Semi-Skilled	Un-Skilled	Totals
Present Full Time					
Present Part Time					
Present Seasonal					

First Year Full Time	3	3	10	5	21
First Year Part Time					
First Year Seasonal					
Second Year Full Time					
Second Year Part Time					
Second Year Seasonal					

- B. Indicate below (1) the estimated salary and fringe benefit averages or ranges and (2) the estimated number of employees residing in the Mid-Hudson Economic Development Region for all the jobs at the Project site, both retained and created, listed in the tables described in subsection A above for each of the categories of positions listed in the chart below.

RELATED EMPLOYMENT INFORMATION				
	Professional or Managerial	Skilled	Semi-Skilled	Un-Skilled
Estimated Salary and Fringe Benefit Averages or Ranges	\$75000	\$30,000	12\$/hr	12\$/hr
Estimated Number of Employees Residing in the Mid-Hudson Economic Development Region ¹	1	5	4	15

- C. Please describe the projected timeframe for the creation of any new jobs with respect to the undertaking of the Project:

2019 – 2020 - Approximately 18 months of improvements. Creating jobs in construction and sub-contracting.

2019 – Onwards - Retention of all Hotel Operational jobs at property level.

¹ The Mid-Hudson Economic Development Region consists of the following counties: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester.

- D. Please prepare a separate attachment describing in detail the types of employment at the Project site. Such attachment should describe the activities or work performed for each type of employment. Management of Hotel; Line level Hotel Staff; Sales & Marketing See Attached

V. Project Cost and Financing Sources

- A. Anticipated Project Costs. State the costs reasonably necessary for the acquisition of the Project site, the construction of the proposed buildings and the acquisition and installation of any machinery and equipment necessary or convenient in connection therewith, and including any utilities, access roads or appurtenant facilities, using the following categories:

<u>Description of Cost</u>	<u>Amount</u>
Land	\$ <u>280,000</u>
Buildings	\$ <u>7,368,377</u>
Machinery and equipment costs	\$ <u>1,500,000</u>
Utilities, roads and appurtenant costs	\$ _____
Architects and engineering fees	\$ <u>0</u>
Costs of Financing	\$ <u>275,000</u>
Construction loan fees and interest (if applicable)	\$ _____
Other (specify)	
<u>Renovation; Franchise Property</u>	\$ <u>700,000.00</u>
<u>Improvement Plan</u>	
<u>Mortgage Tax</u>	\$ <u>95,000</u>
_____	\$ _____
TOTAL PROJECT COSTS	\$ <u>10,218,377</u>

- B. Anticipated Project Financing Sources. State the sources reasonably necessary for the financing of the Project site, the construction of the proposed buildings and the acquisition and installation of any machinery and equipment necessary or convenient in connection

therewith, and including any utilities, access roads or appurtenant facilities, using the following categories:

<u>Description of Sources</u>	<u>Amount</u>
Private Sector Financing	\$ <u>2,160,000</u>
Public Sector	
Federal Programs	\$ <u>8,058,337</u>
State Programs	\$ _____
Local Programs	\$ _____
Applicant Equity	\$ _____
Other (specify, e.g., tax credits)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL AMOUNT OF PROJECT FINANCING SOURCES	\$ <u>10,218,377</u>

- C. Have any of the above expenditures already been made by the applicant?
Yes X; No _____. If yes, indicate particulars.

\$475,000 - Initial Down Payment for Purchase Contract

- D. Amount of loan requested: \$ 8,058,337;

Maturity requested: 25 years.

- E. Has a commitment for financing been received as of this application date, and if so, from whom?

Yes X; No ____ Institution Name: River Valley

Provide name and telephone number of the person we may contact.

Name; Shane Pierson Phone: 1-888-842-0221

F. The percentage of Project costs to be financed from public sector sources is estimated to equal the following: 80 %

G. The total amount estimated to be borrowed to finance the Project is equal to the following: \$ 8,058,337

VI. BENEFITS EXPECTED FROM THE AGENCY

A. Financing

1. Is the applicant requesting that the Agency issue bonds to assist in financing the project? Yes ☐; No ☒. If yes, indicate:

a. Amount of loan requested: Dollars;

b. Maturity requested: Years.

2. If the answer to question 1 is yes, is the interest on such bonds intended to be exempt from federal income taxation? Yes ☐; No ☐.

3. If the answer to question 2 is yes, will any portion of the Project be used for any of the following purposes:

a. retail food and beverage services: Yes ☐; No ☐

b. automobile sales or service: Yes ☐; No ☐

c. recreation or entertainment: Yes ☐; No ☐

d. golf course: Yes ☐; No ☐

e. country club: Yes ☐; No ☐

f. massage parlor: Yes ☐; No ☐

g. tennis club: Yes ☐; No ☐

h. skating facility (including roller skating, skateboard and ice skating):
Yes ☐; No ☐

i. racquet sports facility (including handball and racquetball court):
Yes ☐; No ☐

j. hot tub facility: Yes ☐; No ☐

k. suntan facility: Yes ☐; No ☐

l. racetrack: Yes ☐; No ☐

4. If the answer to any of the above questions contained in question 3 is yes, please furnish details on a separate attachment.

B. Tax Benefits

1. Is the applicant requesting any real property tax exemption in connection with the Project that would not be available to a project that did not involve the Agency? Yes ☒; No ☐. If yes, is the real property tax exemption being sought consistent with the Agency's Uniform Tax Exemption Policy? Yes ☒; No ☐.

2. Is the applicant expecting that the financing of the Project will be secured by one or

more mortgages? Yes X; No _____. If yes, what is the approximate amount of financing to be secured by mortgages? \$ 8,058,377.

3. Is the applicant expecting to be appointed agent of the Agency for purposes of avoiding payment of N.Y.S. Sales Tax or Compensating Use Tax? Yes X; No _____. If yes, what is the approximate amount of purchases which the applicant expects to be exempt from the N.Y.S. Sales and Compensating Use Taxes? \$ 700,000.

4. What is the estimated value of each type of tax-exemption being sought in connection with the Project? Please detail the type of tax-exemption and value of each exemption.

a.	N.Y.S. Sales and Compensating Use Taxes:	\$ <u>60,000</u>
b.	Mortgage Recording Taxes:	\$ <u>80,000</u>
c.	Real Property Tax Exemptions:	\$ <u>871,487.63</u>
d.	Other (please specify):	\$ _____
	_____	\$ _____

5. Are any of the tax-exemptions being sought in connection with the Project inconsistent with the Agency's Uniform Tax Exemption Policy? Yes ____; No X. If yes, please explain.

C. Project Cost/Benefit Information. Complete the attached Cost/Benefit Analysis so that the Agency can perform a cost/benefit analysis of undertaking the Project. Such information should consist of a list and detailed description of the benefits of the Agency undertaking the Project (e.g., number of jobs created, types of jobs created, economic development in the area, etc.). Such information should also consist of a list and detailed description of the costs of the Agency undertaking the Project (e.g., tax revenues lost, buildings abandoned, etc.).

VII. REPRESENTATIONS BY THE APPLICANT. The applicant understands and agrees with the Agency as follows:

A. Job Listings. In accordance with Section 858-b(2) of the New York General Municipal Law, the applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, except as otherwise provided by collective bargaining agreements, new employment opportunities created as a result of the Project will be listed with the New York State Department of Labor Community Services Division (the "DOL") and with the administrative entity (collectively with the DOL, the "JTPA Entities") of the service delivery area created by the federal job training partnership act (Public Law 97-300) ("JTPA"), as replaced by the Workforce Investment Act of 1998 (Public Law 105-220), in which the Project is located.

B. First Consideration for Employment. In accordance with Section 858-b(2) of the New York General Municipal Law, the applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, except as otherwise provided by


collective bargaining agreements, where practicable, the applicant will first consider persons eligible to participate in JTPA programs who shall be referred by the JTPA Entities for new employment opportunities created as a result of the Project.

- C. Annual Sales Tax Filings. In accordance with Section 874(8) of the New York General Municipal Law, the applicant understands and agrees that, if the Project receives any sales tax exemptions as part of the Financial Assistance from the Agency, in accordance with Section 874(8) of the General Municipal Law, the applicant agrees to file, or cause to be filed, with the New York State Department of Taxation and Finance, the annual form prescribed by the Department of Taxation and Finance, describing the value of all sales tax exemptions claimed by the applicant and all consultants or subcontractors retained by the applicant.
- D. Annual Employment Reports. The applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, the applicant agrees to file, or cause to be filed, with the Agency, within 45 days of the end of the calendar year, reports regarding the number of people employed at the Project site, including (1) the NYS-45 – Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return – for the quarter ending December 31 (the “NYS-45”), and (2) the US Dept. of Labor BLS 3020 Multiple Worksite report if applicable.
- E. Uniform Agency Project Agreement. The applicant agrees to enter into a project benefits agreement with the Agency where the applicant agrees that (1) the amount of Financial Assistance to be received shall be contingent upon, and shall bear a direct relationship to the success or lack of success of such project in delivering certain described public benefits (the “Public Benefits”) and (2) the Agency will be entitled to recapture some or all of the Financial Assistance granted to the applicant if the project is unsuccessful in whole or in part in delivering the promised Public Benefits.
- F. Representation of Financial Information. Neither this Application nor any other agreement, document, certificate, project financials, or written statement furnished to the Agency or by or on behalf of the applicant in connection with the project contemplated by this Application contains any untrue statement of a material fact or omits to state a material fact necessary in order to make the statements contained herein or therein not misleading. There is no fact within the special knowledge of any of the officers of the applicant which has not been disclosed herein or in writing by them to the Agency and which materially adversely affects or in the future in their opinion may, insofar as they can now reasonably foresee, materially adversely affect the business, properties, assets or condition, financial or otherwise, of the applicant.
- G. Agency Financial Assistance Required for Project. The Project would not be undertaken but for the Financial Assistance provided by the Agency or, if the Project could be undertaken without the Financial Assistance provided by the Agency, then the Project should be undertaken by the Agency for the following reasons:

- H. Compliance with Article 18-A of the General Municipal Law: The Project, as of the date of this Application, is in substantial compliance with all provisions of article 18-A of the General Municipal including, but not limited to, the provisions of Section 859-a and subdivision one of Section 862; and the provisions of subdivision one of Section 862 of the General Municipal Law will not be violated if Financial Assistance is provided for the Project.
- I. Compliance with Federal, State, and Local Laws. The applicant is in substantial compliance with applicable local, state, and federal tax, worker protection, and environmental laws, rules, and regulations.
- J. False or Misleading Information. The applicant understands that the submission of any knowingly false or knowingly misleading information may lead to the immediate termination of any Financial Assistance and the reimbursement of an amount equal to all or part of any tax exemptions claimed by reason of Agency involvement in the Project.
- K. Absence of Conflicts of Interest. The applicant acknowledges that the members, officers and employees of the Agency are listed on the Agency's website. No member, officer or employee of the Agency has an interest, whether direct or indirect, in any transaction contemplated by this Application, except as hereinafter described:
- L. Additional Information. Additional information regarding the requirements noted in this Application and other requirements of the Agency are included in the Agency's Policies which can be accessed at:

[http://www.townofmontgomery.com/DepartmentsBoards/Boards/IndustrialDevelopment Agency](http://www.townofmontgomery.com/DepartmentsBoards/Boards/IndustrialDevelopmentAgency).

I affirm under penalty of perjury that all statements made on this application are true, accurate, and complete to the best of my knowledge.

Rakhil Patel

Applicant

By: Rakhil Patel

Title: Secretary

NOTE: APPLICANT MUST ALSO COMPLETE THE APPROPRIATE VERIFICATION
APPEARING ON PAGES 24 THROUGH 27 HEREOF BEFORE A NOTARY PUBLIC AND MUST
SIGN AND ACKNOWLEDGE THE HOLD HARMLESS AGREEMENT APPEARING ON PAGE 28.

VERIFICATION

(If Applicant is a Corporation)

STATE OF _____)
) SS.:
COUNTY OF _____)

_____deposes and says that he is the
(Name of chief executive of applicant)

_____ of _____,
(Title) (Company Name)

the corporation named in the attached application; that he has read the foregoing application and knows the contents thereof; and that the same is true and complete and accurate to the best of his knowledge. Deponent further says that the reason this verification is made by the deponent and not by said company is because the said company is a corporation. The grounds of deponent's belief relative to all matters in the said application which are not stated upon his own personal knowledge are investigations which deponent has caused to be made concerning the subject matter of this application as well as information acquired by deponent in the course of his duties as an officer of and from the books and papers of said corporation.

(officer of applicant)

Sworn to before me this
_____ day of _____, 20__.

(Notary Public)

VERIFICATION

(If applicant is sole proprietor)

STATE OF New York)
COUNTY OF Rockland) SS.:

Rakhi Patel, deposes and says
(Name of Individual)

that he has read the foregoing application and knows the contents thereof; and that the same is true and complete and accurate to the best of his knowledge. The grounds of deponent's belief relative to all matters in the said application which are not stated upon his own personal knowledge are investigations which deponent has caused to be made concerning the subject matter of this application.



Sworn to before me this 3rd
day of January, 20 19.


(Notary Public)

LORI S. DEAN-CHIRONNO
Notary Public, State of New York
No. 01DE4706279
Qualified in Broome County
Commission Expires March 30, 2019

VERIFICATION

(If applicant is partnership)

STATE OF _____)
) SS.:
COUNTY OF _____)

_____, deposes and says

(Name of Individual)

that he is one of the members of the firm of _____,

(Partnership Name)

the partnership named in the attached application; that he has read the foregoing application and knows the contents thereof; and that the same is true and complete and accurate to the best of his knowledge. The grounds of deponent's belief relative to all matters in the said application which are not stated upon his own personal knowledge are investigations which deponent has caused to be made concerning the subject matter of this application as well as information acquired by deponent in the course of his duties as a member of and from the books and papers of said partnership.

Sworn to before me this
____ day of _____, 20__.

(Notary Public)

VERIFICATION

(If applicant is limited liability company)

STATE OF _____)

) SS.:

COUNTY OF _____)

_____, deposes and says

(Name of Individual)

that he is one of the members of the firm of _____,

(Limited Liability Company)

the limit liability company named in the attached application; that he has read the foregoing application and knows the contents thereof; and that the same is true and complete and accurate to the best of his knowledge. The grounds of deponent's belief relative to all matters in the said application which are not stated upon his own personal knowledge are investigations which deponent has caused to be made concerning the subject matter of this application as well as information acquired by deponent in the course of his duties as a member of and from the books and papers of said limited liability company.

Sworn to before me this

___ day of _____, 20__.

(Notary Public)

NOTE: THIS APPLICATION WILL NOT BE ACCEPTED BY THE AGENCY UNLESS THE HOLD
HARMLESS AGREEMENT APPEARING ON PAGE 30 IS SIGNED BY THE APPLICANT.

HOLD HARMLESS AGREEMENT

Applicant hereby releases Town of Montgomery Industrial Development Agency and the members, officers, servants, agents and employees thereof (hereinafter collectively referred to as the "Agency") from, agrees that the Agency shall not be liable for and agrees to indemnify, defend and hold the Agency harmless from and against any and all liability arising from or expense incurred by (A) the Agency's examination and processing of, and action pursuant to or upon, the attached Application, regardless of whether or not the application or the project described therein or the financial assistance requested therein are favorably acted upon by the Agency, (B) the Agency's financing, acquisition, construction and/or installation of the Project described therein; and (C) any further action taken by the Agency with respect to the Project, including without limiting the generality of the foregoing, all causes of action and attorneys' fees and any other expenses incurred in defending any suits or actions which may arise as a result of any of the foregoing. If, for any reason, the Applicant fails to conclude or consummate necessary negotiations, or fails, within a reasonable or specified period of time, to take reasonable, proper or requested action, or withdraws, abandons, cancels or neglects the Application, or if the Agency or the Applicant are unable to reach final agreement with respect to the Project or, if applicable, find buyers willing to purchase the total bond issue requested, then, and in that event, upon presentation of an invoice itemizing the same, the Applicant shall pay to the Agency, its agents or assigns, all actual costs incurred by the Agency in the processing of the Application, including attorneys' fees, if any.

(Applicant)

BY: 

Sworn to before me this
3rd day of January, 2019.


(Notary Public)

LORI S. DEAN-CHIRONNO
Notary Public, State of New York
No. 01DE4706279
Qualified in Broome County
Commission Expires March 30, 2019

TO: Project Applicants
 FROM: Town of Montgomery Industrial Development Agency
 RE: Cost/Benefit Analysis

In order for the Town of Montgomery Industrial Development Agency (the "Agency") to prepare a Cost/Benefit Analysis for a proposed project (the "Project"), the Applicant must answer the questions contained in this Project Questionnaire (the "Questionnaire") and complete the attached Schedules. This Questionnaire and the attached Schedule will provide information regarding various aspects of the Project, and the costs and benefits associated therewith.

This Questionnaire must be completed before we can finalize the Cost/Benefit Analysis, please complete this Questionnaire and forward it to us at your earliest convenience.

PROJECT QUESTIONNAIRE

1. Name of Project Beneficiary ("Company"):	Holiday Inn Express & Suites
2. Brief Identification of the Project:	Hotel
3. Estimated Amount of Project Benefits Sought:	
A. Amount of Bonds Sought:	\$ 0
B. Value of Sales Tax Exemption Sought	\$ 60,000.00
C. Value of Real Property Tax Exemption Sought	\$
D. Value of Mortgage Recording Tax Exemption Sought	\$ 80,000
4. Likelihood of accomplishing the Project in a timely fashion:	

PROJECTED PROJECT INVESTMENT

A. Land-Related Costs	
1. Land acquisition	\$ 280,000
2. Site preparation	\$
3. Landscaping	\$
4. Utilities and infrastructure development	\$
5. Access roads and parking development	\$
6. Other land-related costs (describe)	\$
B. Building-Related Costs	
1. Acquisition of existing structures	\$ 9,057,377
2. Renovation of existing structures	\$ 700,000
3. New construction costs	\$ 0
4. Electrical systems	\$ 0
5. Heating, ventilation and air conditioning	\$ 0
6. Plumbing	\$ 0
7. Other building-related costs (describe)	\$ 0

C. Machinery and Equipment Costs		
1. Production and process equipment		\$ 0
2. Packaging equipment		\$ 0
3. Warehousing equipment		\$ 0
4. Installation costs for various equipment		\$ 0
5. Other equipment-related costs (describe)		\$ 0
D. Furniture and Fixture Costs		
1. Office furniture		\$ 0
2. Office equipment		\$ 0
3. Computers		\$ 0
4. Other furniture-related costs (describe)		\$ 400000
E. Working Capital Costs		
1. Operation costs		\$ 150,000
2. Production costs		\$ 0
3. Raw materials		\$ 30,000
4. Debt service		\$ 664,374/yr
5. Relocation costs		\$ 0
6. Skills training		\$ 1500
7. Other working capital-related costs (describe)		\$
F. Professional Service Costs		
1. Architecture and engineering		\$ 0
2. Accounting/legal		\$ 20,000
3. Other service-related costs (describe)		\$ 1500
G. Other Costs		
1.		\$
2.		\$
H. Summary of Expenditures		
1. Total Land-Related Costs		\$ 280,000
2. Total Building-Related Costs		\$ 9,757,377
3. Total Machinery and Equipment Costs		\$ 0
4. Total Furniture and Fixture Costs		\$ 400,000
5. Total Working Capital Costs		\$ 181,500
6. Total Professional Service Costs		\$ 21500
7. Total Other Costs		\$ 0

PROJECTED PROFIT

- I. Please provide projected profit as defined by earnings after income tax but before depreciation and amortization: ***After Annual Debt Service of: \$664,374 and before require FF&E Reserve 4% of Revenue.**

YEAR	*Without IDA benefits	*With IDA benefits
1	\$ 219,141.72	\$ 308,959
2	\$ 204,555.42	\$ 319,671
3	\$ 208,387.58	\$ 330,838
4	\$ 209,565.66	\$ 347,133
5	\$ 194,599.72	\$ 354,572

PROJECTED CONSTRUCTION EMPLOYMENT IMPACT

- I. Please provide estimates of total construction jobs and the total annual wages and benefits of construction jobs at the Project:

Year	Number of Construction Jobs	Total Annual Wages and Benefits	Estimated Additional NYS Income Tax
Current Year	0	\$	\$
Year 1	21	\$ 100,000	\$ 10000
Year 2		\$	\$
Year 3		\$	\$
Year 4		\$	\$
Year 5		\$	\$

PROJECTED PERMANENT EMPLOYMENT IMPACT

- I. Estimates of the total number of existing permanent jobs to be preserved or retained as a result of the Project are described in the tables in Section IV of the Application. **24**
- II. Estimates of the total new permanent jobs to be created by the Project are described in the tables in Section IV of the Application. **1**
- III. Please provide estimates for the following:
- A. Creation of New Job Skills relating to permanent jobs. Please complete Schedule A.
- IV. Provide the projected percentage of employment that would be filled by Town of Montgomery residents: 100%
- A. Provide a brief description of how the project expects to meet this percentage: **Retain current employees, and hire employees that are in the vicinity of the place of employment**

PROJECTED OPERATING IMPACT

I. Please provide estimates for the impact of Project operating purchases and sales:

Additional Purchases (1 st year following project completion)	\$ _____ N/A _____
Additional Sales Tax Paid on Additional Purchases	\$ _____ N/A _____
Estimated Additional Sales (1 st full year following project completion)	\$ _____ N/A _____
Estimated Additional Sales Tax to be collected on additional sales (1 st full year following project completion)	\$ _____ N/A _____

II. Please provide estimates for the impact of Project on existing real property taxes and new payments in lieu of taxes ("Pilot Payments"):

Year	Existing Real Property Taxes (Without IDA involvement)	New Pilot Payments (With IDA)	Total (Difference)
Current Year	269,452.28	179,634.85	89,817.43
Year 1	306,974.58	191,859.12	115,115.47
Year 2	326,533.42	204,083.39	122,450.03
Year 3	349,210.34	211,642.63	137,567.71
Year 4	388,504.28	228,531.93	159,972.35
Year 5	421,323.35	240,756.20	180,567.15
Year 6	455,364.85	252,980.74	202,384.38
Year 7	490,628.77	265,204.74	225,424.03
Year 8	524,582.67	276,096.14	248,486.53
Year 9	564,823.90	289,653.28	375,170.62
Year 10	603,755.08	301,877.54	301,877.54

III. Please provide a detailed description for the impact of other economic benefits and all anticipated community benefits expected to be produced as a result of the Project (attach additional pages as needed for a complete and detailed response): **Retention and possible increase in employment and tax revenue for the community.**

CERTIFICATION

I certify that I have prepared the responses provided in this Questionnaire and that, to the best of my knowledge; such responses are true, correct, and complete.

I understand that the foregoing information and attached documentation will be relied upon, and constitute inducement for, the Agency in providing financial assistance to the Project. I certify that I am familiar with the Project and am authorized by the Company to provide the foregoing information, and such information is true and complete to the best of my knowledge. I further agree that I will advise the Agency of any changes in such information, and will answer any further questions regarding the Project prior to the closing.

I affirm under penalty of perjury that all statements made on this application are true, accurate and complete to the best of my knowledge.

Date Signed: 12-31, 2018.

Name of Person Completing Project Questionnaire on behalf of the Company.

Name: Rakhil Patel

Title: Secretary

Phone Number: 845-821-0070

Address: 7 Rubinstein Ct. New Hempstead, NY 10977

Signature: *Rakhil Patel*

CREATION OF NEW JOB SKILLS

[illegible]

048960.00000 Business 16907656v1

Financial Controller

Department – Accounting

Reports to – Regional / Area Director of F&A

Welcome. Now that you're part of our family, let's explain the role you'll play.

What's the job?

As Financial Controller you'll forecast the financial operations of the hotel - while managing hotel assets - and ensuring a centralised accounting environment.

Your day-to-day

People

- Direct everyday financial activity, plan and assign work ensuring you always have the right staffing numbers
- Develop your team and improve their performance through coaching and feedback, and create performance and development goals for colleagues
- Train colleagues to make sure they deliver with compliance and to the standards we expect and have the tools they need to work efficiently
- Recommend or initiate any HR related actions where needed
- Keep connected with key contacts including owners, asset managers, guest, regulatory agencies, others as needed

Financial

- Prepare financial analysis of hotel operations including variance explanation and make recommendations to ensure the achievement of business goals
- Prepare hotel and department budgets and financial forecasts and reporting
- Ensure all accounts are reconciled on a monthly basis and oversee the process of credit extension and collection of overdue accounts
- Review rates and recommend rate strategy to the General Manager; participate in sales strategy meetings
- Manage accounts payable to balance cash flow and reputation with suppliers

General Manager

Department – Executive Office

Reports to – Regional Operations Executive

Welcome. Now that you're part of our family, let's explain the role you'll play.

What's the job?

As General Manager you'll provide day-to-day leadership and direction by maximizing financial returns, driving development of people, creating and maintaining a unique guest experience, executing on brand standards and building awareness of hotel and brand in the local community.

Your day-to-day

People

- Develop programs and initiatives to increase team engagement that are aligned with the service philosophy
- Develop, implement and monitor team member succession planning to ensure future bench strength
- Establish performance and development goals for team members and provide mentoring, coaching and regular feedback to enhance performance
- Oversee HR related actions in accordance with rules and policies

Financial

- Prepare annual capital, cash flow and sales and marketing plans to accurately forecast budgets and achieve required operating results
- Analyse financials to drive revenues, future profitability and maximum return on investment. Use distribution channels and technology platforms to drive revenue and maximize market share
- Lead capital plans and asset management initiatives, including working with owners to maintain or improve property's market leadership position

General Manager

Guest Experience

- Demonstrate brand citizenship by maintaining compliance with all required brand and service standards, and license agreement mandates
- Drive improvement in guest satisfaction goals. Collaborate with colleagues and hotel team members to establish and implement services and programs that meet or exceed guest expectations
- Speak to guests – ask for their feedback and relationships

Responsible Business

- Ensure a safe and secure environment for guests, colleagues and hotel assets in compliance with policies and procedures and regulatory requirements
- Maintain relations with outside contacts
- Act as public relations representative to raise awareness of hotel and brand in local community
- Drive team member involvement in community organizations, activities and businesses
- Develop and carry out action plans to be environmentally-conscious by taking steps to reduce the hotel's carbon footprint
- Perform other duties as assigned. May also serve as manager on duty

Accountabilities

This position is the top level in a property with multiple outlets and complex operations, which may include one or more of the following: multiple buildings with an extensive range of facilities and variety of technical aspects, complex owner relationships, extensive competitive pressures, difficult labour relations and/or union pressures.

What we need from you

- Bachelor's degree / higher education qualification / equivalent in Hotel Administration, Business Administration
- Five to ten years' prior hotel management experience, or equivalent combination of education and experience
- Experience required may vary based on size and complexity of operation.
- Must speak fluent English.
- Other languages preferred.

Front Office Manager

Department – Front Office

Reports to – General Manager

Welcome. Now that you're part of our family, let's explain the role you'll play.

What's the job?

The moment a guest steps into one of our hotels, they walk into a genuinely memorable experience. As Front Office Manager you'll deliver this through managing all aspects of the front office (for example guest registration, porter services, business centre, telephone services, concierge services, and guest reservations). You'll also create the warm atmosphere that makes our guests feel at home in any location.

Your day-to-day

Guest Experience

- Ensure your front office team delivers a great service, professional attention and personal recognition
- Ensure guests are greeted upon arrival and make time to engage with guests. Respond appropriately to guest complaints, solicit feedback and build relationships to drive continuous improvement in guest satisfaction
- Conduct routine inspections of the front office and public areas and take immediate actions to correct any deficiencies

People

- Manage day-to-day staffing needs, plan and assign work and establish performance and development goals for team members. Provide mentoring, coaching and regular feedback to improve team member performance
- Educate and train team members in compliance with federal, state and local laws and safety regulations. Ensure staff is properly trained and has the tools and equipment to carry out job duties
- Ensure your team are properly trained on systems, security, service and quality standards

Front Desk Agent

Department – Front Office

Reports to – Front Office Manager

Welcome. Now that you're part of our family, let's explain the role you'll play.

What's the job?

The moment a guest steps into one of our hotels, they walk into a genuinely memorable experience. As a Front Desk Agent, you'll not only be the person they rely on to handle transactions, offer local insights and anticipate every detail of a friction-free experience. You'll also create the warm atmosphere that makes our guests feel at home in any location.

Your day-to-day

- Be the warm welcome that kicks off a memorable guest experience
- Acknowledge Rewards Club members and returning guests, in person or on the phone
- Take and manage guest bookings, up-selling opportunities and telling them about ways to improve their stay
- Handle cash and credit transactions
- Start every stay right by swiftly checking guests in and out – take IDs, hand out room keys, and control and release safety deposit boxes
- Stay one step ahead of guests' needs – record and act on their preferences, and handle their messages, requests, questions and concerns
- Be a trusted contact for all guests. Help them with anything from bill issues to local knowledge, and loop in management when necessary
- Stay safe all the time. Following our safety procedures, you'll report all incidents and wear any protective gear needed
- Take pride in your appearance and place as a brand ambassador
- Always know what events and activities are on the day's schedule
- Jump into other ad-hoc duties when your colleagues need your help

Chief Engineer

Department – Engineering

Reports to – General Manager

Welcome. Now that you're part of our family, let's explain the role you'll play.

What's the job?

As Chief Engineer you'll manage the engineering/maintenance of your hotel and ensure the safety and comfort of hotel guests and team members. You'll be a master multitasker and be comfortable with any repair needs. Motivating and training your team with the skills to keep our hotels always looking their best.

Your day-to-day

People

- Manage daily engineering needs, plan and assign work ensuring you always have the right team in place
- Develop your team and improve their performance through coaching and feedback, and create performance and development goals for colleagues - recognise good performance
- Recommend or initiate any HR related actions where needed
- Ensure a safe and secure environment for guests, team members in compliance with regulatory policies and procedures
- Maintain relations with outside contacts including guests, regulatory agencies, others as needed
- Follow-up outstanding points from the latest IT audit of his/her hotel under the supervision of IT Manager/Leader

Guest Experience

- Help guests needs to ensure their satisfaction
- Use a maintenance programme to ensure the hotel is maintained and in service for our guests

Responsible Business

- Maintain and order parts and supplies whilst minimising waste and maintaining "green" initiatives.
- May be responsible for hotel security to minimise risk of theft, crime and other hazards
- Ad-hoc duties – unexpected moments when we have to pull together to get a task done

Accountabilities

This is the top Maintenance/Engineering job which may include one or more food or beverage outlets, and/or meeting space or catering/convention facilities. May supervise a small maintenance team.

Director of Rooms Division

Department – Front Office

Reports to – General Manager

Welcome. Now that you're part of our family, let's explain the role you'll play.

What's the job?

As Rooms Division Director you'll lead the front office and housekeeping departments to ensure a memorable guest experience is delivered and departmental revenue and profit goals are met - always following safety and compliance requirements and local policies and procedures.

Your day-to-day

People

- Direct everyday activity, plan and assign work work ensuring you always have the right staffing numbers
- Develop your team and improve their performance through coaching and feedback, and create performance and development goals for colleagues - recognise good performance
- Train colleagues to make sure they hit hotel revenue goals to the standards we expect and have the tools they need to work effectively
- Recommend or initiate any HR elated actions where needed
- Drive a great working environment for teams to thrive - connect departments to create sense of one team
- Interact with outside contacts: guests, vendors, and other contacts as needed
- Develop and maintain great working relationships with

Financial

- Oversee night audit function and preparation of daily financial reports.
- Prepare and submit statistical, performance, and forecast analyses and reports as required.
- Maintain procedures for security of monies, credit and financial transactions, guest security, and inventory control
- Use company systems and processes to maximise revenue. Develop plans to increase occupancy and ADR through walk-ins and upselling at the front desk
- Hit all personal/team sales goals and maximise profitability
- Help prepare the departmental budget and financial plans including the hotel marketing plan

Director of Rooms Division

key clients and outside contacts to increase revenue

Guest Experience

- Provide guests with information (example: loyalty programmes, area attractions, restaurants, facility information) to enhance their experience
- Schedule conventions and/or business group activities at the hotel and coordinate with other hotel-level departments to facilitate services agreed upon by the sales office and prospective clients
- Communicate to appropriate departments all pertinent information requirements and special needs for arriving VIP's, large groups and other key guests
- Lead marketing efforts to up sell guests on hotel services, offerings, and amenities
- Ensure front office staff provides guests with prompt service, professional attention and personal recognition
- Ensure guests are greeted upon arrival and make time to interact effectively with guests. Respond appropriately to guest complaints, solicit feedback and build relationships that drive continuous improvements in guest satisfaction.
- Conduct routine inspections of the front office and public areas and take immediate actions to correct any deficiencies
- Ensure that guest satisfaction data is analysed and that plans are developed and implemented to achieve established goals
- Communicate to appropriate departments all pertinent information related to the expected arrival and departure of VIP's and other key guests, or other special guest needs

Responsible Business

- Work closely with key business leaders, officials, and representatives of local community groups within the city to ensure constant high-profile exposure for the hotel
- Effectively communicate and market aspects of the hotel that are sustainable or "green" and use information to gain new business opportunities
- Act as a central communications point during emergency/crisis situations; develop and maintain relationships with local fire, police, and emergency personnel.
- Develop awareness and reputation of the hotel and brand in the local community and promote team member involvement in community outreach efforts.
- Work with advertising agencies, consulting firms, and vendors to maximise advertising investments and ensure ads represent brand identity
- Raise the awareness and reputation of your hotel and the brand locally – occasionally acting as hotel representative for media related enquiries
- Identify improvements to marketing activities and overall hotel sales performance and work with other departments
- Ad-hoc duties – unexpected moments when we have to pull together to get a task done
- Regularly audit all financial transactions to ensure governmental regulations and data privacy requirements are met.
- Perform other duties as assigned. May also serve as manager on duty.

Room Attendant

Department – Housekeeping

Reports to – Executive Housekeeper / Assist Exec Housekeeper / Housekeeping Supervisor

Welcome. Now that you're part of our family, let's explain the role you'll play.

What's the job?

As a Room Attendant – you'll make sure our rooms and suites are always 'fresh and welcoming' for our guests after a busy day at work – creating a haven for them to escape and relax in – or get that last bit of work done.

Your day-to-day

- You'll make sure our rooms are always at their best - we have standards - but it's down to you to make that room special and memorable for guests
- Look smart – wear your uniform with pride
- Help guests - you'll be happy to help if someone needs a toothbrush or directions for example
- Other ad-hoc duties – unexpected moments when we have to pull together to get a task done
- Keep your supervisor updated on room service progress and alert them to any repairs needed
- Monitor and control supplies and amenities, and minimise waste within all areas of housekeeping
- Safety aware – follow our established safety procedures at all times - and wear protective equipment when needed
- Work as part of a team and communicate with other departments as per hotel procedures to ensure excellent quality and service
- Be organised - keep on top of supplies and amenities and always try to minimise waste
- May regularly assist with deep cleaning projects
- Reunite items with owners – and log any lost and found property
- May have turndown duties
- May assist with other duties as assigned

Sales and Marketing Director

Department – Sales and Marketing

Reports to – General Manager

Welcome. Now that you're part of our family, let's explain the role you'll play.

What's the job?

As Sales & Marketing Director you'll develop and implement strategies to ensure revenue and room night sales goals are achieved, tactical plans are created and implemented and results are monitored and achieved.

Your day-to-day

People

- Manage daily sales activities, plan and assign work ensuring you always have the right staffing numbers
- Develop your team and improve their performance through coaching and feedback, and create performance and development goals for colleagues - recognise good performance
- Train colleagues to make sure they hit hotel revenue goals to the standards we expect and have the tools they need to work effectively
- Recommend or initiate any HR related actions where needed
- Drive a great working environment for teams to thrive – connect departments to create sense of one team
- Interact with outside contacts: guests, vendors, and other contacts as needed
- Develop and maintain great working relationships with key clients and outside contacts to increase revenue

Financial

- Hit all personal/team sales goals and maximise profitability
- Help prepare the departmental budget and financial plans including the hotel marketing plan
- Create and implement sales plans that drive measurable incremental occupancy, increase average rates, increase volume, food and beverage and banquet sales
- Produce monthly reports and sales forecasts to analyse current/potential market and sales trends, coordinate activities to increase revenue and market share and monitor performance to ensure actual sales meet or exceed established revenue plan
- Review monthly reports and sales forecasts to analyse current/potential market and sales trends, coordinate activities to increase revenue and market share and monitor performance to ensure actual sales meet or exceed established revenue plan.
- Create and develop special events and sales blitzes to

Sales and Marketing Director

showcase the hotel to potential clients. Attend trade shows and major market events locally and nationally to promote new business and increase sales and marketing opportunities for the hotel.

Guest Experience

- Provide guests with information (example: loyalty programmes, area attractions, restaurants, facility information) to enhance guest experience
- Schedule conventions and/or business group activities at the hotel and coordinate with other hotel-level departments to facilitate services agreed upon by the sales office and prospective clients
- Communicate to appropriate departments all pertinent information requirements and special needs for arriving VIP's, large groups, and other key guests
- Lead marketing efforts to up sell guests on hotel services, offerings, and amenities

Responsible Business

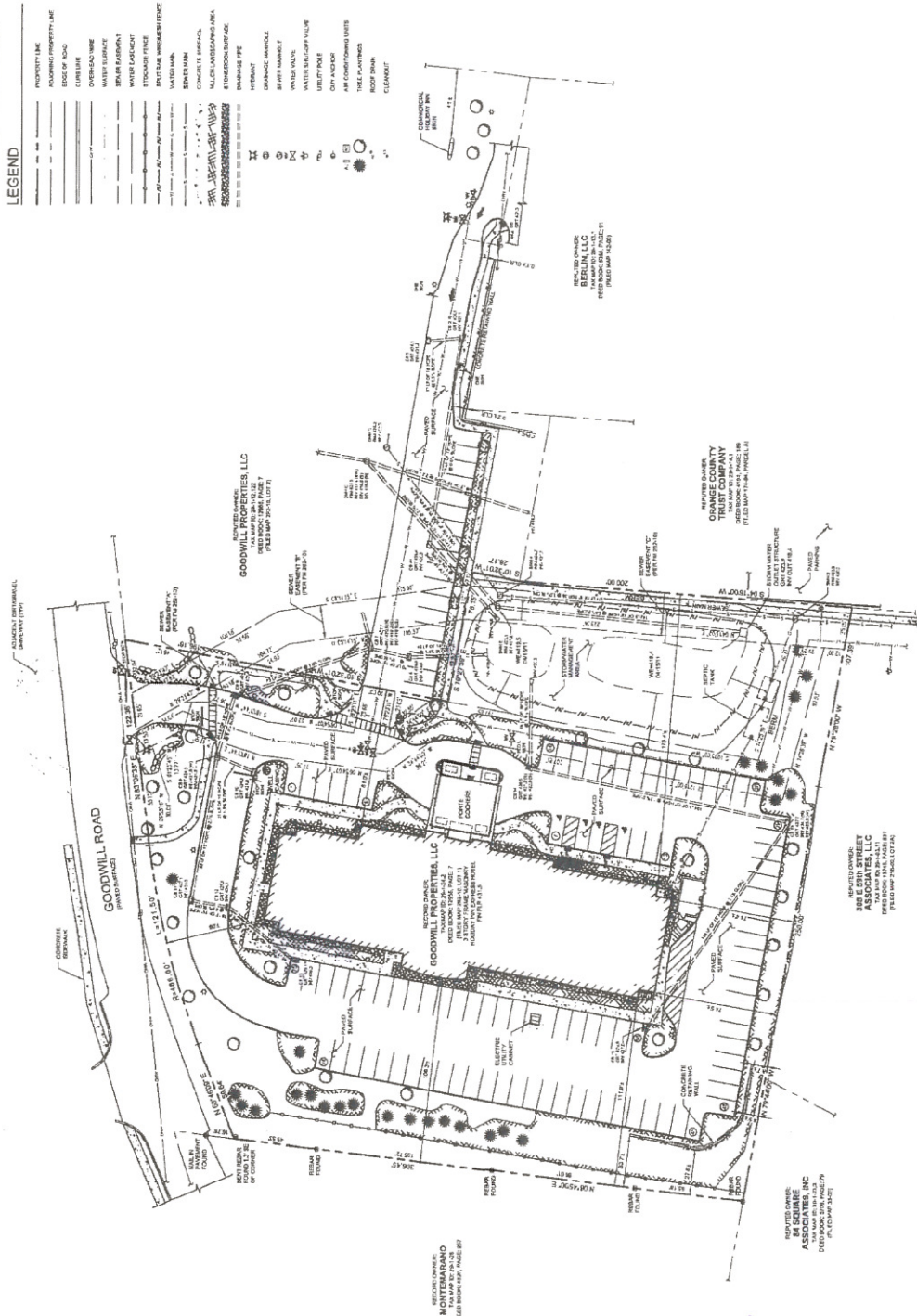
- Work closely with key business leaders, officials, and representatives of local community groups within the city to ensure constant high profile exposure for the hotel
- Effectively communicate and market aspects of the hotel that are sustainable or "green" and use information to gain new business opportunities
- Work with advertising agencies, consulting firms, and vendors to maximise advertising investments and ensure ads represent brand identity
- Raise the awareness and reputation of your hotel and the brand locally – occasionally acting as hotel representative for media related enquiries
- Identify improvements to marketing activities and overall hotel sales performance and work with other departments
- Ad-hoc duties – unexpected moments when we have to pull together to get a task done

Accountability

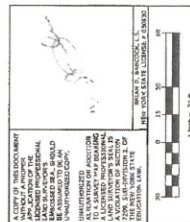
This is the top sales and marketing job in a large, luxury, resort, or major flagship hotel. Hotel may have multiple sites and facilities, high-volume catering and/or convention facilities, and a large number of VIP and special service guests. May manage a large number of professional level and administrative sales, catering, and/or convention employees

LEGEND

- [illegible]

[illegible]

ENGINEERING & SURVEYING PROPERTIES
 71 CLINTON STREET
 NORTH ANDOVER, MA 01854
 Tel: (603) 882-2220
 Fax: (603) 882-4899



DRAWING STATUS		ISSUE DATE	DATE/NO.
THIS SHEET IS PART OF THE PLAN SET FOR		SHEET	SHEET
CONCEPT APPROVAL		N/A	N/A
FLEETING BOARD APPROVAL		N/A	N/A
SECONDARY WATER SUPPLY APPROVAL		N/A	N/A
SEWAGE TREATMENT PLANT APPROVAL		N/A	N/A
SEWERAGE EXTENSION APPROVAL		N/A	N/A
INTEREST APPROVAL		N/A	N/A
FIRE APPROVAL		N/A	N/A
OTHER		1	1
FOR CONSTRUCTION		N/A	N/A
THIS PLAN SET HAS BEEN ISSUED SEPARATELY FOR THE PURPOSE OF ACTION NOTED ABOVE AND SHALL NOT BE USED FOR ANY OTHER PURPOSE. THIS SET SHALL BE CONSIDERED INVALID UNLESS THESE CONDITIONS ARE MET.		N/A	N/A

40.	DATE	DESCRIPTION
0	09/27/14	175508

[illegible]



HOLIDAY INN EXPRESS

Renovation

Purpose(s) of Current Sheet:

X	Estimate Project Budgeting
	Budget Summary
	Payment Application Approval, and Funding
	Budget Update for Change Order Request
	Project Budget Update

Project Name : HOLIDAY INN EXPRESS MONTGOMERY

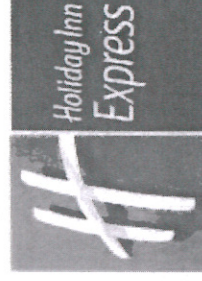
Project Location :

Date of Report: 10/13/2018

FF&E / 81 Room Hotel

Developer: Rakhil Patel

Description:		Project Comments:	
IHG Location & Inncode: HKY/MN/Loc#: 3 Story Hotel with Indoor pool			
HOTEL FF&E / OS&E :		Estimated Budget	
200-01	Guestroom Wallcovering/Carpeting	88,942.95	All furnishings comply with standards required by InterContinental Hotel Group for a flagged Holiday Inn Express Formula Blue
200-02	Guestroom Furniture	161,267.40	
200-03	Artwork/Mirrors	46,068.53	
200-04	Corridor	18,734.00	
200-05	Pool/Patio/Misc.	50,152.80	
200-06	Fitness Center	19,726.05	
200-07	Great Room/Meeting Room/Lobby	31,260.50	
200-08	Business Center/Breakfast Area	45,546.70	
200-09	Check-In	9,937.84	
FF&E / OS&E TOTALS:		\$ 471,636.77	
200-11	Estimated end user sales tax	38,320.49	
200-12	Estimated Freight for FF&E	70,745.52	
200-13	Estimated FF&E installations	100,000.00	
200-14	Interior Design & IHG Documentation	18,000.00	
TOTAL		\$698,702.77	
Project Scope: 81 -Guestrooms/Public Area Renovation			



ASSOCIATED HOSPITALITY SERVICES
Estimated HIEX Montgomery
Budget Analysis

HOLIDAY INN EXPRESS - MONTGOMERY, NY

Formula Blue SRD Purchasing Budget	QTY	Unit Cost	Total
Guestroom Wallcovering/Floor Covering			
Main Wallcovering- Type II (sq.y)	3159	\$ 4.14	\$ 13,065.62
Window Wall Accent Wallcovering Moss Accent-Type II (sq.y)	1053	\$ 4.46	\$ 4,691.12
Wallbase	6480	\$ 0.54	\$ 3,492.72
Guest Bathroom Wallcovering- Type II (sq.y)	1215	\$ 4.13	\$ 5,011.88
Entry Wall Accent Wallcovering Type II sq/y)	389	\$ 4.90	\$ 1,904.16
Guestroom Carpet Tile (sq.y)	3093	\$ 19.65	\$ 60,777.45
Guestroom Furniture			
Ergo Task Chair	81	\$ 190.00	\$ 15,390.00
Window Trim	81	\$ 192.50	\$ 15,592.50
Window Shade System-Full Fabricated Dual System	81	\$ 427.90	\$ 34,659.90
Mobile Table	81	\$ 385.00	\$ 31,185.00
Chaise Lounge w/ Fabric	81	\$ 440.00	\$ 35,640.00
Sleep Sofa/Table in Suites	24	\$ 1,200.00	\$ 28,800.00
Guestroom Artwork	81	\$ 42.35	\$ 3,430.35
Guestroom Bathroom			
Lit Mirror at Vanity for Bathroom	81	\$ 438.90	\$ 35,550.90
Corridor			
Wallcovering	1735	\$ 5.34	\$ 9,256.23
Accent Wall Covering at Door	348	\$ 8.03	\$ 2,794.44
Wall Sconce	55	\$ 97.52	\$ 5,363.33
Corridor Window Treatments	6	\$ 220.00	\$ 1,320.00
Miscellaneous			
Pool/Patio Furniture			\$ 15,900.00
Ice Machines	2	\$ 5,126.40	\$ 10,252.80
Wall Base for Public Areas	1	\$ 14,000.00	\$ 14,000.00
Tile for Public Areas	1	\$ 10,000.00	\$ 10,000.00
Lobby/Perching Area			
Coffee Table	1	\$ 334.95	\$ 334.95
Tall Back Sofa	1	\$ 1,382.70	\$ 1,382.70
Lounge Chair	1	\$ 434.50	\$ 434.50
Side Table	2	\$ 295.68	\$ 591.36

Floor Lamp	1	\$ 362.95	\$ 362.95
C Table	2	\$ 224.40	\$ 448.80
Vinyl Wallcovering	695	\$ 4.75	\$ 3,301.25
Green Lounge Chair	3	\$ 693.00	\$ 2,079.00
Black Lounge Chair	2	\$ 434.50	\$ 869.00
Geometric Artwork for Lobby	1	\$ 247.94	\$ 247.94
Still Life Photograph at Lobby	1	\$ 157.74	\$ 157.74
Large Geometric Artwork	1	\$ 241.34	\$ 241.34
Geometric Triangle Artwork for Lobby	1	\$ 1,435.68	\$ 1,435.68
Decorative Chalkboard and Display Wall	1	\$ 1,352.78	\$ 1,352.78
Great Room/Meeting Room			
Full Fabricated Sheer Window Shade System	4	\$ 175.00	\$ 700.00
Pendant Light	1	\$ 141.90	\$ 141.90
Bar Height Dining Table	1	\$ 353.38	\$ 353.38
5 vases at Great Room Feature Wall	1	\$ 224.40	\$ 224.40
Dining Chair	15	\$ 198.00	\$ 2,970.00
Freestanding Banquette	1	\$ 2,182.40	\$ 2,182.40
4 Top Dining Table	5	\$ 409.56	\$ 2,047.82
Square Dining Table	3	\$ 251.33	\$ 753.98
Round Dining Table	1	\$ 192.01	\$ 192.01
Fully Upholstered Dining Chair	30	\$ 280.50	\$ 8,415.00
Table in Meeting Room	2	\$ 409.57	\$ 819.14
Stackable Chairs in Meeting Room	8	\$ 182.00	\$ 1,456.00
Meeting Room Artwork (12 Pieces)	1	\$ 1,091.00	\$ 1,091.00
Color Wood Slat Artwork	1	\$ 1,576.30	\$ 1,576.30
Television	2	\$ 600.00	\$ 1,200.00
Business Center			
Stool	1	\$ 218.90	\$ 218.90
Counter Stool at Library Tables	1	\$ 295.90	\$ 295.90
Table Lamp	2	\$ 198.00	\$ 396.00
Custom Digital Wallcovering at Elevator Lobby (4 Floors)	1	\$ 3,050.00	\$ 3,050.00
Chair at Business Center	2	\$ 185.90	\$ 371.80
Breakfast Area			
Community Table	1	\$ 3,806.40	\$ 3,806.40
Coffee Bar	1	\$ 3,104.20	\$ 3,104.20
Art Light over Coffee Station	1	\$ 297.00	\$ 297.00
Vase at Coffee Station	1	\$ 61.60	\$ 61.60
Decorative Plates	1	\$ 984.50	\$ 984.50
Trash Console	1	\$ 3,569.50	\$ 3,569.50
Garage Door at Enclosed Breakfast Area	1	\$ 12,775.40	\$ 12,775.40
Breakfast Bar Equipment	1	\$ 17,600.00	\$ 17,600.00

Fitness Center			
Vinyl Wallcovering	75	\$ 9.08	\$ 680.63
Accent Vinyl Wallcovering	25	\$ 10.93	\$ 273.35
Fitness Hamper	1	\$ 2,696.10	\$ 2,696.10
Treadmill	1	\$ 3,879.70	\$ 3,879.70
Elliptical	1	\$ 4,346.10	\$ 4,346.10
Recumbent Bike	1	\$ 3,275.80	\$ 3,275.80
Bench	1	\$ 652.30	\$ 652.30
Dumbbells	1	\$ 874.50	\$ 874.50
Weight rack	1	\$ 198.00	\$ 198.00
Assembly	1	\$ 2,502.50	\$ 2,502.50
Excerise Balls/bands	1	\$ 347.07	\$ 347.07
Check-In			
F' 11 Back Wall Structure with Sign (complete kit)		\$ 9,344.50	\$ 9,344.50
Registration Area Wallcovering	60	\$ 9.89	\$ 593.34

Total		\$ 471,636.77	
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