

Rocky Mountain Lodging Report Instructions for RezStream

You will receive a monthly notification via email, if you have registered to participate.

Click reply and complete the answers within the body of the email.

- Name
- You can skip the next two lines (change if you have a new contact or email address)
- Property Name
- Address
- The month you are completing will already be filled in
- Number of Daily Rooms: Type in number of units you had available to rent for the month.
- Number of Monthly Room nights available: Multiply the number of nights in the month by the number of rooms you had available for rental during that month.
- Number of Monthly Room Nights Occupied: This would be the actual number of rental nights you had during the month. This information can be derived from the Reports section of RezStream.

On the "Reserve Day Screen" of RezStream:

Click Reports

Revenue By Unit

Standard

Print Preview: Choose the month for which you would like
the information. Click OK

The third column in this report shows the rental days for each unit
with a total at the bottom.

- Guestroom Revenue: This is the total revenue for all rooms which you may also obtain from the above "Revenue by Unit" report. You should use the figure from the Charges Column, **NOT** total income, as that includes taxes.

For assistance regarding completion of this report, feel free to contact Elizabeth Blanchard:

elizabeth@estescondos.com

970-577-0068

For assistance with regard to the company that confidentially compiles this information and distributes it to participants, contact:

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