

Annual Income and Expense Report Summary Page

Owner _____ *Property Name* _____

Mailing Address _____ *Property Address* _____

City/State/Zip _____ Parcel Id/code#. _____

1. Primary use of Property: circle appropriate item.

A. Apartment B. Office C. Retail D. Industrial E. Mixed Use F. Shopping Center G. Other _____

- 2. Gross Building Area (including owner occupied space) _____
- 3. Net Leasable Area _____
- 4. Owner Occupied Area _____
- 5. Number of Units _____
- 6. Number of parking spaces _____
- 7. Building Age (year built) _____
- 8. Year(s) Remodeled _____

Income

- 9. Apartment Rentals (Attach Schedule A) \$ _____
- 10. Office Rentals (Attach Schedule B) _____
- 11. Retail Rentals (Attach Schedule B) _____
- 12. Mixed Rentals (Attach Schedule B) _____
- 13. Shopping Center rentals (Attach Schedule B) _____
- 14. Industrial Rentals (Attach Schedule B) _____
- 15. Other Rentals (Attach Schedule B) _____
- 16. Parking Rental _____
- 17. Other Property Rental/Income _____
- 18 **Total Potential Income** (sum lines 9 to 17) _____
- 19. Loss due to Vacancy & Credit _____
- 20. **Effective Annual Income** (line 18 minus line 19) _____

Expenses

- | | | | |
|--|----------|--|----------|
| 21. Heat/ Air conditioning | \$ _____ | 32. Elevator Maintenance | \$ _____ |
| 22. Electricity | _____ | 33. Tenant Imprvmt. (Specify) | _____ |
| 23. Other Utilities | _____ | 34. Other (Specify) | _____ |
| 24. Payroll (except mgmt., repair & décor) | _____ | 35. Other (Specify) | _____ |
| 25. Supplies (janitorial, etc.) | _____ | 36. Other (Specify) | _____ |
| 26. Management | _____ | 37. Security | _____ |
| 27. Insurance | _____ | 38. Total Expenses (lines 21 to 37) | _____ |
| 28. Common Area Maintenance | _____ | 39. Net Operating Income | _____ |
| 29. Maintenance & General Repair | _____ | 40. Capital Expenditures | _____ |
| 30. Leasing Fees/Commissions/Advertising. | _____ | 41. Real Estate Taxes | _____ |
| 31. Legal / Accounting | _____ | 42. Mortgage Payment (P&I) | _____ |

I hereby declare under penalty of false statement that the foregoing information, according to the best of my knowledge, remembrance and belief, is a true and complete statement of all income and expenses attributable to the above-identified property (*Section 12-63c(d) of the Connecticut General Statutes*).

Signature _____ Name (Print) _____ Date _____

Title _____ Phone/Fax _____ / _____

Annual Income and Expense Report

Filing Instructions:

The Assessor Office is required by law to revalue all property located in this municipality. In order to assess your real property fairly and equitably information regarding the property income and expenses is required. Connecticut General Statute 12-63c, as amended, requires all owners of rental real property to annually file this report with their local Assessor's Office. **All information filed and furnished with this report will remain confidential and is not open to public inspection.** Any information related to the actual rental and rental related income and operating expenses shall **not** be a public record and is **not** subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes.

Please complete and return the completed forms to the Assessor's Office on or before June 1st. In accordance with section 12-63c(d), of the Connecticut General Statutes, as amended, any owner of rental property who fails to file this form or files an incomplete or false form with the intent to defraud, shall be subject to a penalty assessment equal to a **Ten Percent (10%) increase** in the assessed value of such property.

General Instructions:

Complete this form for all rented or leased commercial, retail, industrial, or combination property. **Identify the subject property and its street address** and remember to provide a **separate** form for each individual property.

Provide, at the top of the form, the **year indicated** for this annual information.

Type/ Use of Leased Space: Indicate the **use** the leased space is being utilized (i.e., office, retail, warehouse, etc.)

Esc/ Cam/ Overage: Indicate applicable.

Escalation; Amount, in dollars, of adjustment to base rent either preset or tied to inflation index.

Cam; Income received from common area charges to tenant for common area maintenance, or other income received from common area property.

Overage; Additional fee or rental income. Usually based upon a percent of sales or income.

Option Provisions / Base Rent Increases: Indicate the percentage or increment and time applicable period(s).

Property Expenses & Utilities paid by tenant: Indicate any apportionments between owners and tenants

Interior Finish: Indicate ownership, tenant vs. owner, and associated cost.

Parking: Indicate the number of parking spaces, annual rent for each tenant, include spaces or area(s) leased or rented to parking concession as a tenant.

Spaces rented twice: Identify to the individual tenant as applicable those spaces rented or leased having separate daylight and/or evening hour terms.

Complete Verification of Purchase price information.

Who should File- All individuals and businesses receiving this form should complete and return the form to the Assessor's Office. If you believe that you are not required to fill out this form, please call the listed number to discuss your special situation. If a property is partially rented and partially owner-occupied this report **must** be filed.

If your property is 100% owner-occupied, or 100% leased to a related corporation, business, family member or other related entity, please indicate on filed return.

How to file- Each summary page should reflect information for a single property for the year. If you own more than one rental property a separate report/form must be filed for each property. An income and expense report summary page and the appropriate income schedule must be completed for each rental property. A computer printout is acceptable, in lieu of standard forms, provided all required information is included. **All property Owner(s)/ Agent(s) must sign & return these forms to the Assessor's Office on or before June 1st to avoid the Ten Percent (10%) penalty.**

