

**IMPORTANT NOTICE**  
**PLEASE READ THOROUGHLY**

THIS ANNUAL INCOME AND EXPENSE REPORT IS DUE  
BACK IN THE ASSESSOR'S OFFICE BY **JUNE 1, 2017.**

THERE WILL BE A **PENALTY** APPLIED IF THIS  
REPORT IS NOT FILED OR HAS INCOMPLETE DATA,  
ACCORDING TO 12-63C BY **JUNE 1, 2017.**  
(SEE INSTRUCTIONS).

**OWNER OCCUPIED- PLEASE FILL OUT**  
**EXPENSE PORTION OF FORM.**

**IF A PROPERTY IS PARTIALLY RENTED AND**  
**PARTIALLY OWNER-OCCUPIED THIS REPORT**  
**MUST BE COMPLETED.**

**COMPLETION OF THIS REPORT IS MANDATORY .**

INCOME & EXPENSE INFORMATION IS VITAL AND  
APPLICABLE IN VALUATION.

ANY QUESTIONS PLEASE CALL THE ASSESSOR'S OFFICE  
(860) 345-8531

THANK YOU FOR YOUR COOPERATION

## 2016 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner \_\_\_\_\_ Property Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Property Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Map/Block/Lot \_\_\_\_\_

1. Primary Property Use (Circle One) A. Apartment B. Office C. Retail D. Mixed Use E. Shopping F. Industrial G. Other \_\_\_\_\_

2. Gross Building Area (Including Owner –Occupied Space) \_\_\_\_\_ Sq. Ft.

3. Net Leasable Area \_\_\_\_\_ Sq. Ft.

4. Owner-Occupied Area \_\_\_\_\_ Sq. Ft.

5. No. of Units \_\_\_\_\_

6. Number of Parking Spaces \_\_\_\_\_

7. Actual Year Built \_\_\_\_\_

8. Year Remodeled \_\_\_\_\_

### **INCOME – 2016**

9. Apartment Rental (From Schedule A) \_\_\_\_\_

10. Office Rentals (From Schedule B) \_\_\_\_\_

11. Retail Rentals (From Schedule B) \_\_\_\_\_

12. Mixed Rentals (From Schedule B) \_\_\_\_\_

13. Shopping Center Rentals (From Schedule B) \_\_\_\_\_

14. Industrial Rentals (From Schedule B) \_\_\_\_\_

15. Other Rentals \_\_\_\_\_

16. Parking Rentals \_\_\_\_\_

17. Other Property Income \_\_\_\_\_

18. **TOTAL POTENTIAL INCOME** (Add Line 9 through 17) \_\_\_\_\_

19. Loss Due to Vacancy and Credit \_\_\_\_\_

20. **EFFECTIVE ANNUAL INCOME** (Line 18 Minus Line 19) \_\_\_\_\_

### **EXPENSES – 2016**

21. Heating/Air Conditioning \_\_\_\_\_

22. Electricity \_\_\_\_\_

23. Other Utilities \_\_\_\_\_

24. Payroll (Except management, repair & decorating) \_\_\_\_\_

25. Supplies \_\_\_\_\_

26. Management \_\_\_\_\_

27. Insurance \_\_\_\_\_

28. Common Area Maintenance \_\_\_\_\_

29. Maintenance & Repairs \_\_\_\_\_

30. Leasing Fees/Commissions/Advertising \_\_\_\_\_

31. Legal & Accounting (Professional Fees) \_\_\_\_\_

32. Elevator Maintenance \_\_\_\_\_

33. Reserve for Replacement \_\_\_\_\_

34. Security \_\_\_\_\_

35. Other (specify) \_\_\_\_\_

36. Other (specify) \_\_\_\_\_

37. Other (specify) \_\_\_\_\_

38. **TOTAL EXPENSES** (Add Lines 21 through 37) \_\_\_\_\_

39. **NET OPERATING INCOME** \_\_\_\_\_

40. Capital Expenditures \_\_\_\_\_

41. Real Estate Taxes \_\_\_\_\_

42. Mortgage Payment (Principal and Interest) \_\_\_\_\_

43. Depreciation \_\_\_\_\_

44. Amortization \_\_\_\_\_

**RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2017 TO AVOID THE 10% PENALTY**

**SCHEDULE A – 2016 APARTMENT RENT SCHEDULE** Complete this Section for Apartment Rental activity only.

Unit Type	No. of Units		Room Count		Unit Size Sq. FT	Monthly Rent		Typical Lease Term
	Total	Rented	Rooms	Baths		Per Unit	Total	
Efficiency								
1 Bedroom								
2 Bedroom								
3 Bedroom								
4 Bedroom								
Other Rentable Units								
Owner/Manager/Janitor Occupied								
<b>SUBTOTAL</b>								
Garage/Parking								
Other Income(Specify)								
<b>TOTAL</b>								

**BUILDING FEATURES INCLUDED IN RENT**  
 (PLEASE CHECK ALL THAT APPLY)

<input type="checkbox"/> Heat	<input type="checkbox"/> Garbage Disposal
<input type="checkbox"/> Electricity	<input type="checkbox"/> Furnished Unit
<input type="checkbox"/> Other Utilities	<input type="checkbox"/> Security
<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Pool
<input type="checkbox"/> Tennis Courts	<input type="checkbox"/> Dishwasher
<input type="checkbox"/> Stove Refrigerator	
<input type="checkbox"/> Other Specify _____	

**SCHEDULE B – 2016 LESSEE RENT SCHEDULE** Complete this Section all other rental activities *except* apartment rental.

[illegible]

**COPY AND ATTACH IF ADDITIONAL PAGES ARE NEEDED**

## VERIFICATION OF PURCHASE PRICE

(Complete verification section only if property transaction occurred within past three (3) years)

(CHECK ONE)

FIXED	VARIABLE

PURCHASE PRICE \$ \_\_\_\_\_ DOWN PAYMENT \$ \_\_\_\_\_ DATE OF PURCHASE \_\_\_\_\_

FIRST MORTGAGE \$ \_\_\_\_\_ INTEREST RATE \_\_\_\_\_ % PAYMENT SCHEDULE TERM \_\_\_\_\_ YEARS

SECOND MORTGAGE \$ \_\_\_\_\_ INTEREST RATE \_\_\_\_\_ % PAYMENT SCHEDULE TERM \_\_\_\_\_ YEARS

OTHER \$ \_\_\_\_\_ INTEREST RATE \_\_\_\_\_ % PAYMENT SCHEDULE TERM \_\_\_\_\_ YEARS

DID THE PURCHASE PRICE INCLUDE A PAYMENT FOR: FURNITURE? \$ \_\_\_\_\_ (value) EQUIPMENT? \$ \_\_\_\_\_ (value) OTHER (specify) \$ \_\_\_\_\_ (value)

WAS THE SALE BETWEEN RELATED PARTIES? (Circle One): **YES** **NO** APPROXIMATE VACANCY AT DATE OF PURCHASE \_\_\_\_\_ %

WAS AN APPRAISAL USED IN THE PURCHASE OR FINANCING (Circle One): **YES** **NO** APPRAISED VALUE/NAME OF APPRAISER \_\_\_\_\_

PROPERTY CURRENTLY LISTED FOR SALE? (Circle One) **YES** **NO**

IF YES, LIST THE ASKING PRICE \$ \_\_\_\_\_ DATE LISTED \_\_\_\_\_ BROKER \_\_\_\_\_

REMARKS – Please explain any special circumstances or reasons concerning your purchase (i.e., vacancy, conditions of sale, etc.) \_\_\_\_\_

I DO HEREBY DECLARE UNDER PENALTIES OF FALSE STATEMENT THAT THE FOREGOING INFORMATION, ACCORDING TO THE BEST OF MY KNOWLEDGE, REMEMBRANCE AND BELIEF, IS A COMPLETE AND TRUE STATEMENT OF ALL THE INCOME AND EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY (*Section §12-63c(d) of the Connecticut General Statutes*).

SIGNATURE \_\_\_\_\_ NAME (print) \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

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