



## 2013 INCOME AND EXPENSE STATEMENT

The 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 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.

*Connecticut General Statutes 12-63c requires all owners of rental real property to annually file this report by June 1. Any owner of rental real property who fails to file this form or files an incomplete or false form with intent to defraud, shall be subject to a penalty assessment equal to a Ten Percent (10%) increase in the assessed value of such property.*

**FILING INSTRUCTIONS.** Complete this form for all rented or leased commercial, retail, industrial or combination property. Identify the property and address.

### PROVIDE ANNUAL INFORMATION FOR THE CALENDAR YEAR 2013.

**WHO SHOULD FILE.** All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. All properties that are rented or leased, including commercial, retail, industrial and residential properties, except "*such property used for residential purposes, containing not more than six dwelling units and in which the owner resides*" must complete this form. If a non-residential property is partially rented and partially owner-occupied this report must be filed. If you have any questions, please call the Assessor's Office.

**OWNER OCCUPIED PROPERTIES.** If your property is 100% owner-occupied, please report only the income or expense items associated with occupancy of the building and land. Income and expense relating to your business should not be reported.

**HOW TO FILE.** Each summary page should reflect information for a single property for the year 2013. *If you own more than one rental property, a separate report/form must be filed for each property in this jurisdiction.* An income and expense report summary page and the appropriate income schedule must be completed for each rental property. Income Schedule A must be filed for apartment rental property and Schedule B must be filed for all other rental properties. A computer printout is acceptable for Schedule A and B, if all the required information is provided.

**RETURN TO THE ASSESSOR'S OFFICE ON OR BEFORE JUNE 1, 2014**

**MAIL OR HAND-DELIVER THE REPORT TO:**

Memorial Town Hall, Assessor's Office, 18 Church Street, North Haven, CT 06473

# 2013 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 (if different from front) \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

Property Address \_\_\_\_\_

**1 Primary Property Use (Check One)**

Apartment  
  Office  
  Retail  
  Mixed Use  
  Shopping Ctr.  
  Industrial  
  Other \_\_\_\_\_

2 Gross Building Area

(Including Owner-Occupied Space)

\_\_\_\_\_

Sq. Ft.

6 Number of Parking Spaces

\_\_\_\_\_

3 Net Leasable Area

\_\_\_\_\_

Sq. Ft.

7 Actual Year Built

\_\_\_\_\_

4 Owner-Occupied Area

\_\_\_\_\_

Sq. Ft.

8 Year Remodeled

\_\_\_\_\_

5 Number Of Units

\_\_\_\_\_

**INCOME**

**EXPENSES**

9 Apartment Rentals (From Schedule A)

\_\_\_\_\_

21 Heating/Air Conditioning

\_\_\_\_\_

10 Office Rentals (From Schedule B)

\_\_\_\_\_

22 Electricity

\_\_\_\_\_

11 Retail Rentals (From Schedule B)

\_\_\_\_\_

23 Other Utilities

\_\_\_\_\_

12 Mixed Rentals (From Schedule B)

\_\_\_\_\_

24 Payroll (Except management)

\_\_\_\_\_

13 Shopping Center Rentals (From Schedule B)

\_\_\_\_\_

25 Supplies

\_\_\_\_\_

14 Industrial Rentals (From Schedule B)

\_\_\_\_\_

26 Management

\_\_\_\_\_

15 Other Rentals (From Schedule B)

\_\_\_\_\_

27 Insurance

\_\_\_\_\_

16 Parking Rentals

\_\_\_\_\_

28 Common Area Maintenance

\_\_\_\_\_

17 Other Property Income

\_\_\_\_\_

29 Leasing Fees / Commissions / Advertising

\_\_\_\_\_

**18 TOTAL POTENTIAL INCOME**

(Add Line 9 Through Line 17)

\_\_\_\_\_

30 Legal and Accounting

\_\_\_\_\_

19 Loss Due to Vacancy and Credit

\_\_\_\_\_

32 Tenant Improvements

\_\_\_\_\_

**20 EFFECTIVE ANNUAL INCOME**

(Line 18 Minus Line 19)

\_\_\_\_\_

33 General Repairs

\_\_\_\_\_

34 Other (Specify) \_\_\_\_\_

\_\_\_\_\_

35 Other (Specify) \_\_\_\_\_

\_\_\_\_\_

36 Other (Specify) \_\_\_\_\_

\_\_\_\_\_

37 Security

\_\_\_\_\_

**38 TOTAL EXPENSES** (Add Lines 21 Through 37)

\_\_\_\_\_

**39 NET OPERATING INCOME** (Line 20 Minus Line 38)

\_\_\_\_\_

40 Capital Expenses

\_\_\_\_\_

41 Real Estate Taxes

\_\_\_\_\_

42 Mortgage Payment (Principal and Interest)

\_\_\_\_\_

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**SCHEDULE A - 2013 APARTMENT RENT SCHEDULE**

*Complete this Section for Apartment Rental activity only.*

UNIT TYPE	NO. OF UNITS		ROOM COUNT		UNIT SIZE	MONTHLY RENT		TYPICAL
	TOTAL	RENTED	ROOMS	BATHS	SQ. FT.	PER UNIT	TOTAL	LEASE TERM
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>TOTALS</b>								

BUILDING FEATURES INCLUDED IN RENT

(Please Check All That Apply)

- Heat
- Electricity
- Other Utilities
- Air Conditioning
- Stove/Refrigerator
- Dishwasher
- Garbage Disposal
- Other Specify \_\_\_\_\_
- Furnished Unit
- Security
- Pool
- Tennis Courts
- Parking

**SCHEDULE B - 2013 LESSEE SCHEDULE**

*Complete this Section for all other rental activities except apartment rental.*

NAME OF TENANT	LOCATION OF SPACE	LEASE TERM			ANNUAL RENT				PARKING		INTERIOR FINISH		
		START	END	SQ.FT	BASE	ESC/CAM OVERAGE	TOTAL	TOTAL PER SQ. FT.	NO. OF SPACES	ANNUAL RENT	OWNER	TENANT	COST
<b>TOTALS</b>													

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

## VERIFICATION OF PURCHASE PRICE

PURCHASE PRICE \$ \_\_\_\_\_ DOWN PAYMENT \$ \_\_\_\_\_ DATE OF PURCHASE \_\_\_\_\_  
 DATE OF LAST APPRAISAL \_\_\_\_\_ APPRAISAL FIRM \_\_\_\_\_ APPRAISED VALUE \_\_\_\_\_

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

(Check One)

FIXED	VARIABLE

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

HAS THE PROPERTY BEEN LISTED FOR SALE SINCE YOUR PURCHASE? (Check 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 \_\_\_\_\_

**RETURN TO THE ASSESSOR'S OFFICE ON OR BEFORE JUNE 1, 2014**