

2024 Annual Income and Expense Report Summary

Owner: _____

Property Address: _____

Mailing Address: _____

Building Name: _____

City / State / Zip: _____

Email address: _____

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 (Include 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. No. of Units	_____						

INCOME - 2023

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 (from Schedule B)	_____
16. Parking Rentals	_____
17. Other Property Income _____	_____
18. Total Potential Income (add Lines 9 thru 17)	_____
19. Loss Due to Vacancy and Credit	_____
20. Effective Annual Income (Line 18 minus 19)	_____

EXPENSES - 2023

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. Leasing Fees/Commissions/Advertising	_____
30. Legal and Accounting	_____
31. Elevator Maintenance	_____
32. General Repairs	_____
33. Other (specify) _____	_____
34. Other (specify) _____	_____
35. Other (specify) _____	_____
36. Total Expenses (Add Lines 21 thru 35)	_____
37. Net Operating Income (Line 20 minus Line 36)	_____
38. Capital Expenses	_____
39. Real Estate Taxes	_____
40. Mortgage Payment (Principal & Interest)	_____
41. Depreciation	_____
42. Amortization	_____

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: _____ Date: _____

Name/Title: _____

Telephone: _____

Return to the Assessor on or before June 1, 2024.

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Schedule A – 2023 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								
SUBTOTAL								
Garage/Parking								
Other Income (specify)								
TOTALS								

Schedule B – 2023 Lessee Rent Schedule - Complete this section for all other rental activities EXCEPT apartment rental.

Name Of Tenant	Location of Leased Space	Type/Use of Leased Space	Lease Term			Annual Rent				Property Expenses & Utilities Paid by Tenant
			Start Date	End Date	Leased Sq. Ft.	Base Rent	Esc/Cam Overage	Total Rent	Rent per Sq. Ft.	
Total										

Copy and attach if additional pages are needed

**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) _____	