



**2016**

**ANNUAL INCOME  
AND  
EXPENSE**

**RETURN TO:**

OFFICE OF THE ASSESSOR  
15 Gilead Street  
Hebron, CT 06248

Telephone: 860-228-5971  
Fax: 860-228-4859

**FILING INSTRUCTIONS** - The Assessor's Office is preparing for the revaluation of all real property located in HEBRON. In order to fairly assess your real property, information regarding the property income and expenses is required. Connecticut General Statutes §12-63c requires all owners of rental real property to annually file this report. **The information filed and furnished with this report will remain confidential in accordance with §12-63c(b), which provides that actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section §1-210 (Freedom of Information).**

Please complete and return the completed form to the Hebron Assessor's Office by on or before June 1st, 2017. In accordance with Section §12-63c (d), of the Connecticut General Statutes, as amended, 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.

**GENERAL 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 2016.** **TYPE/USE OF LEASED SPACE:** Indicate use the leased space is being utilized for (i.e., office, retail, warehouse, restaurant, garage, etc.). **ESC/CAM/OVERAGE:** (Circle if applicable) **ESCALATION:** Amount, in dollars, of adjustment to base rent either pre-set or tied to the Inflation Index. **CAM:** Income received from common area charges to tenant for common area maintenance, or other income received from the common area property. **OVERAGE:** Additional fee or rental income. This is usually based on a percent of sales or income. **PROPERTY EXPENSES & UTILITIES PAID BY TENANT:** Indicate the property expenses & utilities the tenant is responsible for. Abbreviations may be used (i.e., "RE" for real estate taxes & "E" for electricity). **VERIFICATION OF PURCHASE PRICE** must be completed if the property was acquired on or after January 1, 2015.

**WHO SHOULD FILE** - All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. If you believe that you are not required to fill out this form, please call the number listed above to discuss your special situation. All properties which 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 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 BY CHECKING THE FOLLOWING BOX**

**HOW TO FILE** - Each summary page should reflect information for a single property for the year of 2016. 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. All property owners must sign & return this form to the Hebron Assessor's Office on or before June 1, 2017 to avoid the Ten Percent (10%) penalty.

A COMPUTER PRINT - OUT IS ACCEPTABLE AS LONG AS ALL THE REQUIRED INFORMATION IS PROVIDED.

**RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2017**

# 2016 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

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

- Apartment     Office     Retail     Mixed Use     Shopping Ctr.     Industrial     Other \_\_\_\_\_  
**1 Primary Property Use (Check One)**  
**2 Gross Building Area** \_\_\_\_\_  
 (Including Owner-Occupied Space)  
**3 Net Leasable Area** \_\_\_\_\_ Sq. Ft.  
**4 Owner-Occupied Area** \_\_\_\_\_ Sq. Ft.  
**5 Number Of Units** \_\_\_\_\_  
**6 Number of Parking Spaces** \_\_\_\_\_  
**7 Actual Year Built** \_\_\_\_\_  
**8 Year Remodeled** \_\_\_\_\_

## INCOME

## EXPENSES

- 9 Apartment Rentals (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 Line 9 Through Line 17)  
**19 Loss Due to Vacancy and Credit** \_\_\_\_\_  
**20 EFFECTIVE ANNUAL INCOME** \_\_\_\_\_  
 (Line 18 Minus Line 19)  
**21 Heating/Air Conditioning** \_\_\_\_\_  
**22 Electricity** \_\_\_\_\_  
**23 Other Utilities** \_\_\_\_\_  
**24 Payroll (Except management)** \_\_\_\_\_  
**25 Supplies** \_\_\_\_\_  
**26 Management** \_\_\_\_\_  
**27 Insurance** \_\_\_\_\_  
**28 Common Area Maintenance** \_\_\_\_\_  
**29 Leasing Fees / Commissions / Advertising** \_\_\_\_\_  
**30 Legal and Accounting** \_\_\_\_\_  
**31 Elevator Maintenance** \_\_\_\_\_  
**32 Tenant Improvements** \_\_\_\_\_  
**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)** \_\_\_\_\_

### 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>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 - 2016 LESSEE SCHEDULE

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

NAME OF TENANT	LOCATION OF SPACE	LEASE TERM		SQ.FT	ANNUAL RENT			PARKING		INTERIOR FINISH								
		START	END		ESC/CAM OVERAGE	BASE	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 \$ \_\_\_\_\_ DATE OF PURCHASE \_\_\_\_\_  
 DATE OF LAST APPRAISAL \_\_\_\_\_ APPRAISAL FIRM \_\_\_\_\_ APPRAISED VALUE \_\_\_\_\_  
 DOWN PAYMENT \$ \_\_\_\_\_  
 INTEREST RATE \_\_\_\_\_% PAYMENT SCHEDULE TERM \_\_\_\_\_ YEARS  
 INTEREST RATE \_\_\_\_\_% PAYMENT SCHEDULE TERM \_\_\_\_\_ YEARS  
 INTEREST RATE \_\_\_\_\_% PAYMENT SCHEDULE TERM \_\_\_\_\_ YEARS  
 INTEREST RATE \_\_\_\_\_% PAYMENT SCHEDULE TERM \_\_\_\_\_ YEARS  
 CHATTEL MORTGAGE \$ \_\_\_\_\_

(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 ON OR BEFORE JUNE 1, 2016**