

Town of Hebron Assessor's Office

Mixed-use Property
(Retail Including Restaurants, Office and/or Residential)
Income and Expense Survey for Calendar Year 2019

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.

Property Name: _____
Property Address: _____
Form Preparer/Position: _____
Telephone Number: _____

General Data

Net Rentable Office Area _____ square feet
Net Rentable Retail Area _____ square feet
Net Rentable Other Area _____ square feet
Total Net Rentable Area _____ square feet
Parking Available _____ (number of spaces)

Check all the categories below which fit your property's use:

€ Retail € Residential € Other: _____
€ Office € Restaurant

How many tenants hold space in the following areas:

Office area: _____ Retail area: _____ Other area: _____

Potential Annual Gross Income

Office \$ _____
Retail \$ _____
Other \$ _____
Parking Income \$ _____
Miscellaneous Income \$ _____

Gross Retail Income (Total) \$ _____

Vacancy & Collection Loss (annualized) \$ _____

Effective Gross Income \$ _____

(Mixed-use Property Cont'd.)

Annual Operating Expenses

| | | Paid by Landlord | Pass-through to Tenants |
|-------------------------------------|----------|---------------------|----------------------------|
| Fixed Expenses | | | |
| Real Estate Taxes | \$ _____ | € | € |
| Personal Property Taxes | \$ _____ | € | € |
| Building Insurance | \$ _____ | € | € |
| Variable Expenses | | | |
| Cleaning ¹ | \$ _____ | € | € |
| Repairs and maintenance | \$ _____ | € | € |
| Roads/Grounds/Security ² | \$ _____ | € | € |
| Utilities ³ | \$ _____ | € | € |
| Administrative ⁴ | \$ _____ | € | € |
| Leasing Expense | | | |
| Advertising/Promotional | \$ _____ | € | € |
| Commissions | \$ _____ | € | € |
| Professional Fees | \$ _____ | € | € |
| Tenant Alterations | \$ _____ | € | € |
| Tenant Buy-outs | \$ _____ | € | € |
| Tenant Leasing Costs | \$ _____ | € | € |
| Total Operating Expenses | \$ _____ | | |
| Net Operating Income | \$ _____ | | |

Please include copies of your year-end Income Summary, rent roll & typical lease, and attach comments or other information on a separate page.

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- 1 Includes payroll and related expenses, contrac services, supplies and trash removal.
 - 2 Payroll and related expenses, contract service, other roads and grounds expenses.
 - 3 Electriciy, gas, fuel oil, water and sewer.
 - 4 Payroll and related expenses, management fees, professional fees, general office and other administrative expenses.