

**Town of Hebron Assessor's Office**

**Multi-Family Property**

(Five or more units)

**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: \_\_\_\_\_

Gross Building Area (GBA): \_\_\_\_\_ square feet

Rentable Floor Area: \_\_\_\_\_ square feet

Parking Available: \_\_\_\_\_ (number of spaces)

<u>Apartment Configuration and Typical Lease Terms</u>				
Unit Configuration	Number of Units:		Area (Sq. Ft.)	Typical Rent/Month
	Furnished	Unfurnished		
Efficiency/studio	€	€	_____	\$
Total Rooms/BRs/Baths:				
/ / /	€	€	_____	\$
/ / /	€	€	_____	\$
/ / /	€	€	_____	\$
/ / /	€	€	_____	\$
/ / /	€	€	_____	\$
/ / /	€	€	_____	\$
/ / /	€	€	_____	\$
/ / /	€	€	_____	\$

**Potential Annual Gross Income**

Apartment Rent at 100% (including employees' apartment(s)) x 12 months = \$ \_\_\_\_\_

Other Income (laundry, vending, etc.) \$ \_\_\_\_\_

**Gross Potential Annual Income** \$ \_\_\_\_\_

Indicate which of the following items are included in the rent:

€ Water & Sewer      € Electricity      € Cable TV      € Heat

€ Refrigerator      € Stove/Range      € Dishwasher

€ Other (explain): \_\_\_\_\_

Annual vacancy for 200X: \_\_\_\_\_ %      Current # units vacant: \_\_\_\_\_

(Multi-family Property Cont'd.)

Vacancy and Collection Loss (annualized): \$ \_\_\_\_\_

**Effective Gross Income** (Potential less vacancy) \$ \_\_\_\_\_

**Annual Operating Expenses**

**Fixed Expenses**

Real Estate Taxes \$ \_\_\_\_\_

Personal Property Taxes \$ \_\_\_\_\_

Property Insurance \$ \_\_\_\_\_

**Variable Expenses**

Repairs and Maintenance \$ \_\_\_\_\_

Reserves \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Security \$ \_\_\_\_\_

Administrative Costs \$ \_\_\_\_\_

Management Fee \$ \_\_\_\_\_

Services \$ \_\_\_\_\_

Other (explain) \$ \_\_\_\_\_

**Total Operating Expenses: \$ \_\_\_\_\_**

**Net Operating Income: \$ \_\_\_\_\_**

**Please include your Income Summary, rent roll & typical lease.**

Yes No

€ € Do any of the figures include capital expenditures or extraordinary costs which vary from typical operating expenses? If yes, please explain on a separate page and attach any other comments or information which may be helpful in understanding the nature of your property and applicable lease(s).

\_\_\_\_\_  
Signature/Position

\_\_\_\_\_  
Date