

Town of Hebron Assessor's Office

Office Property

Income and Expense Survey for Calendar Year 2019

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.

Property Name (if applicable) _____
 Property Address _____
 Form Preparer/Position _____
 Telephone Number _____

<u>General Description Information</u>			
(Please check applicable category and complete the related questions.)			
Property is totally owner-occupied	€	Occupied Area	_____ Sq. Ft.
Property is owner-occupied with tenants	€	Total Building Area	_____ Sq. Ft.
		Owner-occupied Area	_____ Sq. Ft.
		Tenant-occupied Area	_____ Sq. Ft.
Property is fully leased	€	Gross Leaseable Area ¹ (GLA)	_____ Sq. Ft.
		Gross Building Area	_____ Sq. Ft.
Property is:	€	Vacant	_____ Sq. Ft.
	€	Available for Sale	_____ \$
	€	Available for Rent	_____ \$
	€	Holding for Future Use	Please describe: _____
Parking Available: _____ (number of spaces)			

Annual Operating Receipts

Base Rental Income – minimum
 Furnished € Unfurnished € \$ _____

Additional Rental Incomes – overages \$ _____
 Total Rent \$ _____

Other Income (Reimbursements for Tenants)

Common Area Charges \$ _____

Property Tax Reimbursement \$ _____

Insurance Reimbursement \$ _____

Utility Charge Reimbursement \$ _____

Total Operating Receipts \$ _____

Vacancy & Collection Loss (annualized): \$ _____

1 Total floor area designed for tenants' exclusive use for which tenants pay rent and which produces income.

(Office Property Cont'd.)

Annual Operating Expenses:

		CAM* Expense	Paid By Landlord	Paid By Tenants
<u>Fixed Expenses</u>				
Real Estate Taxes	\$ _____	€	€	€
Personal Property Taxes	\$ _____	€	€	€
Insurance	\$ _____	€	€	€
<u>Variable Expenses</u>				
Repair & Maintenance	\$ _____	€	€	€
Parking Lot Maintenance	\$ _____	€	€	€
Utilities	\$ _____	€	€	€
Trash Removal	\$ _____	€	€	€
Security	\$ _____	€	€	€
Advertising/Promotional	\$ _____	€	€	€
Administrative Expenses	\$ _____	€	€	€
Professional Services	\$ _____	€	€	€
Management Fees	\$ _____	€	€	€
Leasing Agent Fees	\$ _____	€	€	€

Total Operating Expenses \$ _____

Net Operating Income \$ _____

Please include your Income Summary, rent roll and typical lease. Attach comments and/or other information on a separate page.

_____/_____
Signature/Position Date

* Common Are Maintenance Costs