

Town of Hebron Assessor's Office

Retail 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 question.)			
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 (GLA)	_____ Sq. Ft.
		Gross Building Area	_____ Sq. Ft.
Property is: Vacant	€	Total Building Area	_____ Sq. Ft.
Available for Sale	€	Asking/List Price	_____ Sq. Ft.
Available for Lease	€	Asking Rent	_____ per Sq. Ft.
Holding for future use	€	Please describe:	
# Units/Unit sizes	€	0-500sf	€ 1,500-3,000sf
	€	3,000-5,000sf	€ 5,000-10,000sf
	€	20,000-50,000sf	€ 10,000-20,000sf
	€	>50,000sf	
Parking Available		_____ (number of spaces)	

Annual Operating Receipts

Base Rental Income – minimum	\$ _____
Additional Base Rental Income – overages	\$ _____
Total Rent	\$ _____
Other Income (Reimbursements from Tenants):	
Common Area Charges	\$ _____
Property Tax Reimbursement	\$ _____
Insurance Reimbursement	\$ _____
Utility Charge Reimbursement	\$ _____

Potential Gross Income	\$ _____
Vacancy & Collection Loss (annualized)	\$ _____
Effective Gross Income (Potential less Vacancy)	\$ _____

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

(Retail 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 (Effective less Expenses)		\$ _____		

Please include your 200X Income Summary, rent roll and typical lease. Attach comments or other information on a separate page.

_____/_____
Signature/Position Date

* Common Area Maintenance