



Town of Hebron

Assessor's Office

TOWN OFFICE BUILDING
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2023 ANNUAL INCOME AND EXPENSE REPORT

Under current law, the Assessor's Office is required to reassess all real property in this municipality for the October 1, 2026 Grand List. To assess your real property fairly and equitably, information regarding the income and expenses related to your property is essential. Connecticut General Statutes Section 12-63c requires owners of rental property to annually file the enclosed forms. Any information related to the actual rental and rental-related income and operating expenses shall not be a public record and is not subject to the disclosure provisions of Connecticut General Statute Section 1-210 (Freedom of Information Act).

Please complete the enclosed forms and return them to this office on or before June 3, 2024. In accordance with Connecticut General Statute Section 12-63c(d), any owner of rental real property who fails to file this form by June 3, 2024, 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.** Pursuant to CGS 12-63b, as amended, upon determination that there is good cause, the Assessor may grant an extension of not more than 30 days to submit such information, if the owner of such property files a request for an extension with the Assessor not later than June 1st.

GENERAL INSTRUCTIONS - Please complete this form for all rented or leased apartment, commercial, retail, industrial or combination property. Provide annual information for the calendar year 2023. Detailed information regarding apartments should be indicated on Schedule A. Detailed information for all other property types should be indicated on Schedule B. If the property was purchased on or after January 1, 2023, please fill out Schedule C. If you own more than one rental property, a separate form/report must be filed for each property. A computer print-out of annual income and expenses is acceptable as long as all of the required information is provided.

WHO SHOULD FILE - All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. 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/or partially owner-occupied, this report must still be filed. If you have any questions, please call the Assessor's office.

IF YOUR PROPERTY IS 100% OWNER OCCUPIED, PLEASE INDICATE BY CHECKING THE FOLLOWING BOX:

ANY RENT OR OTHER INCOME PAID TO THE PROPERTY OWNER, EVEN IF PAID BY A RELATED ENTITY, MUST BE REPORTED ON THE FORM UNDER THE APPROPRIATE SCHEDULE.

ALL PROPERTY OWNERS MUST SIGN & RETURN THIS FORM TO THE HEBRON ASSESSOR'S OFFICE ON OR BEFORE JUNE 3, 2024 OR BE SUBJECT TO THE TEN PERCENT (10%) PENALTY.

2023 ANNUAL INCOME AND EXPENSE REPORT SUMMARY – RETURN ON OR BEFORE JUNE 3, 2024 TO AVOID 10% PENALTY

Owner: _____
 Mailing Address: _____
 City / State / Zip: _____
 Property Address: _____
 Unique ID: _____

1. Primary Property Use (Circle One)	A. Apartment	B. Office	C. Retail	D. Mixed Use	E. Shopping Center	F. Industrial	G. Other
2. Gross Building Area (Including Owner-Occupied Space)	_____ Sq. Ft.	_____ Sq. Ft.	_____ Sq. Ft.	6. Number of Parking Spaces	_____	_____	_____
3. Net Leasable Area	_____ Sq. Ft.	_____ Sq. Ft.	_____ Sq. Ft.	7. Actual Year Built	_____	_____	_____
4. Owner-Occupied Area	_____ Sq. Ft.	_____ Sq. Ft.	_____ Sq. Ft.	8. Year Remodeled	_____	_____	_____
5. No. of Units	_____	_____	_____				

INCOME - 2023

9. Apartment Rental _____
 10. Office Rentals _____
 11. Retail Rentals _____
 12. Mixed Rentals _____
 13. Shopping Center Rentals _____
 14. Industrial Rentals _____
 15. Other Rentals _____
 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) _____

EXPENSES - 2023

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 35) _____
 39. **NET OPERATING INCOME** (Line 20 Minus Line 36) _____
 40. Capital Expenses _____
 41. Real Estate Taxes _____
 42. Mortgage Payment (Principal and Interest) _____

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 _____ DATE _____

PRINT NAME _____

PHONE _____

EMAIL _____

SCHEDULE C- VERIFICATION OF PURCHASE PRICE

Complete if the property was acquired on or after January 1, 2023

PURCHASE PRICE \$ _____ DOWN PAYMENT \$ _____ DATE OF PURCHASE _____

	INTEREST RATE _____ %	PAYMENT SCHEDULE TERM _____ YEARS	(Check One)	
			Fixed	Variable
FIRST MORTGAGE \$ _____				
SECOND MORTGAGE \$ _____				
OTHER \$ _____				

DID THE PURCHASE PRICE INCLUDE PAYMENT FOR: Furniture? \$ _____ EQUIPMENT? \$ _____ OTHER (SPECIFY) \$ _____

(VALUE) (VALUE) (VALUE)

WAS THE SALE BETWEEN RELATED PARTIES? (CIRCLE ONE): YES NO APPROXIMATE VACANCY AT DATE OF PURCHASE _____ %

WAS AN APPRAISAL USED IN THE PURCHASE OR FINANCING? (CIRCLE ONE): YES NO APPRAISED VALUE/NAME OF APPRAISER _____

PROPERTY CURRENTLY LISTED FOR SALE? (CIRCLE 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.) _____

