# 2023

# ANNUAL INCOME AND EXPENSE REPORT

The Assessor's Office is preparing for the next revaluation of all real property located in the Town of Plainville. In order to assess your real property fairly and equitably, information regarding the property income and expenses is required. Section §12-63c of the Connecticut General Statutes requires all owners of rental real property to annually file this report. **The information filed and furnished with this report will remain confidential in accordance with §12-63c(b), which provides that actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section §1-210 (Freedom of Information).** 

Please complete and return the completed form to the Plainville Assessor's Office on or before June 1, 2024. In accordance with Section §12-63c(d), of the Connecticut General Statutes, as amended, any owner of rental real property who fails to file this form or files an incomplete or false form with intent to mislead the Assessor, shall be subject to a penalty equal to **Ten Percent** ( 10%) of the assessed value of such property.

**GENERAL INSTRUCTIONS & DEFINITIONS** – Please complete this form for all rented or leased apartment, commercial, retail,

industrial or combination property. Identify the property and address and provide Annual information for the Calendar Year 2023.

#### TYPE/USE OF LEASED SPACE:

Indicate the type of use the leased space is being utilized for (i.e., office, retail, warehouse, restaurant, garage, etc.).

#### **ESC/CAM/OVERAGE:**

ESCALATION: Amount, in dollars, of adjustment to base rent either pre-set or tied to the Inflation Index.

**CAM**: Income received from common area charges to tenant for common area maintenance, or other income received from the common area property.

OVERAGE: Additional fee or rental income. This is usually based on a percent of sales or income.

**PROPERTY EXPENSES & UTILITIES PAID BY TENANT**: Indicate the property expenses & utilities the tenant is responsible for. Abbreviations may be used (i.e., "RE" for real estate taxes & "E" for electricity).

**VERIFICATION OF PURCHASE PRICE:** Must be completed if the property was acquired on or after January 1, 2023.

WHO SHOULD FILE - All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. If you believe that you are not required to fill out this form, please call the number listed above to discuss your special situation. 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 partially owner-occupied this report must be filed.

HOW TO FILE - Each summary page should reflect information for a single property for the calendar year 2023. If you own more than one rental property in the Town of Plainville, a separate report/form must be filed for each property. An income and expense report summary page and the appropriate income schedule must be completed for each rental property. Income Schedule A must be filed for apartment rental property and Schedule B must be filed for all other rental properties. All property owners must sign & return this form to the Plainville Assessor's Office on or before June 1, 2024 to avoid a Ten Percent (10%) penalty.

#### A COMPUTER PRINT-OUT IS ACCEPTABLE AS LONG AS ALL THE REQUIRED INFORMATION IS PROVIDED.

If your property is 100% owner-occupied or leased in its entirety to a family member or members, or to a corporation, business or other entity operated by the owner or owner s family members, please indicate by checking the following box and provide the requested information.



## **VERIFICATION OF PURCHASE PRICE**

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

PURCHASE PRICE \$		Down Payment	\$	DATE OF PURCHASE					
							(Che Fixed	ck One) Variable	
FIRST MORTGAGE	\$	INTEREST RATE	%	PA	YMENT SCHEDULE TERM	YEARS	rixed	variable	
				PA	YMENT SCHEDULE TERM	YEARS			
OTHER	\$				YMENT SCHEDULE TERM _	YEARS			
DID THE PURCHASE P	RICE INCLUDE A PA	AYMENT FOR: Furniture? \$	(VALUE)	Eq	QUIPMENT? \$(VALUE)	OTHER (SPECIFY)	\$(\	VALUE)	
WAS THE SALE BETW	EEN RELATED PAI	RTIES? (CIRCLE ONE):	YES	NO	APPROXIMATE VACANO	CY AT DATE OF PURC	CHASE _	9⁄	
Was An Appraisal U	Used In The Purc	CHASE OR FINANCING? (CIRCLE ONE):	YES	NO	Appraised Value/Na	ME OF APPRAISER_			
PROPERTY CURRENTL	Y LISTED FOR SAI	LE? (CIRCLE ONE)	YES	NO					
IF YES, LIST THE ASK	ING PRICE \$	DA	ATE LIST	ED		Broker			
Remarks - Please exp	lain any special ci	ircumstances or reasons concerning	ıg your p	ourchase	(i.e., vacancy, conditions of sale, etc.)				

## 2023 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Primary Property Use (Circle One)   A. Apartment   B. Office   C. Retail   D. Mixed Use   E. Shopping Center   F. Industrial   G. Other	Owner:	
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. 6. Number of Parking Spaces  3. Net Lensable Area Sq. Ft. 7. Actual Year Built  4. Owner-Occupied Area Sq. Ft. 8. Year Remodeled  5. No. of Units  1. No. of Units  1. Retail (Gross Schedule A) 21. Heating/Air Conditioning  9. Apartment Rental (Gross Schedule B) 22. Electricity  11. Retail Rentals (Gross Schedule B) 23. Other Utilities  12. Mixed Rentals (Gross Schedule B) 24. Payroll (Except management, repair & decorating)  13. Shopping Center Rentals (Gross Schedule B) 25. Supplies  14. Industrial Rentals (Gross Schedule B) 26. Management  15. Other Rentals (Gross Schedule B) 27. Insurance  16. Parking Rentals  17. Other Property Income 29. Leasing Fees/Commissions/Advertising  18. TOTAL POTENTIAL INCOME (Add Line 9 Through Line 17) 30. Legal and Accounting  19. Loss Due to Vacancy and Credit 31. Elevator Maintenance  20. EFFECTIVE ANNUAL INCOME (Line 18 Minus Line 19) 35. Other (Specify) 35. Other (Specify) 36. Other (Specify) 37. NIT OFERATIAL INCOME (Line 18 Minus Line 19) 37. NIT OFERATIAL INCOME (Line 18 Minus Line 19) 38. Common Area Maintenance 39. Security 39. Other (Specify) 37. NIT OFERATIAL INCOME (Line 18 Minus Line 19) 39. Real Estate Taxes 40. Mortgage Payment (Principal and Interest) 41. Depreciation 41. Depreciation 42. Amortization 41. Depreciation 42. Amortization 43. Amortization 44. Amortization 44. Amortization	Mailing Address:	Property Address:
2. Gross Building Area (Including Owner-Occupied Space)	City / State/ Zip:	Unique ID:
21.   Heating/Air Conditioning	<ol> <li>Gross Building Area (Including Owner-Occupied Space)</li> <li>Net Leasable Area</li> <li>Sq. Ft.</li> </ol>	6. Number of Parking Spaces 7. Actual Year Built
10. Office Rentals (From Schedule B) 11. Retail Rentals (From Schedule B) 12. Mixed Rentals (From Schedule B) 12. Mixed Rentals (From Schedule B) 12. Mixed Rentals (From Schedule B) 13. Shopping Center Rentals (From Schedule B) 14. Industrial Rentals (From Schedule B) 15. Other Rentals (From Schedule B) 16. Parking Rentals 17. Other Rentals (From Schedule B) 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) 21. DID 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  NAME / TITLE (print)  22. Electricity 23. Other (Line 19 Wanagement, repair & decorating) 24. Payroll (Except management, repair & decorating) 25. Supplies 26. Management 27. Insurance 27. Insurance 28. Common Area Maintenance 29. Leasing Fees/Commissions/Advertising 30. Legal and Accounting 31. Elevator Maintenance 32. Security 33. Other (Specify) 34. Other (Specify) 35. Other (Specify) 36. Other (Specify) 37. Not OPERATING INCOME (Line 20 Minus Line 36) 38. Capital Expenses 39. Real Estate Taxes 40. Mortgage Payment (Principal and Interest) 41. Depreciation 42. Amortization	INCOME - 2023	EXPENSES - 2023
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  SIGNATURE  NAME / TITLE (print)  SIGNATURE  NAME / TITLE (print)  35. Other (Specify)  36. TOTAL EXPENSES (Add Lines 21 Through 35)  37. NET OPERATING INCOME (Line 20 Minus Line 36)  38. Capital Expenses  39. Real Estate Taxes  40. Mortgage Payment (Principal and Interest)  41. Depreciation  42. Amortization	11. Retail Rentals (From Schedule B)  12. Mixed Rentals (From Schedule B)  13. Shopping Center Rentals (From Schedule B)  14. Industrial Rentals (From Schedule B)  15. Other Rentals (From Schedule B)  16. Parking Rentals  17. Other Property Income  18. TOTAL POTENTIAL INCOME (Add Line 9 Through Line 17)  19. Loss Due to Vacancy and Credit	22. Electricity 23. Other Utilities 24. Payroll (Except management, repair & decorating) 25. Supplies 26. Management 27. Insurance 28. Common Area Maintenance 29. Leasing Fees/Commissions/Advertising 30. Legal and Accounting 31. Elevator Maintenance 32. Security
NAME / TITLE (print)	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).	35. Other (Specify)  36. TOTAL EXPENSES (Add Lines 21 Through 35)  37. NET OPERATING INCOME (Line 20 Minus Line 36)
	NAME / TITLE (print)  DATE  TELEPHONE	39. Real Estate Taxes 40. Mortgage Payment (Principal and Interest) 41. Depreciation

# Return to the Assessor on or Before June 1, 2024

## SCHEDULE A - 2023 APARTMENT RENT SCHEDULE

### Complete this Section for Apartment Rental activity only.

Unit Type	No. of Units		ROOM COUNT		UNIT SIZE	MONTHLY RENT		TYPICAL		
	Total	RENTED	Rooms	BATHS	SQ. FT	PER UNIT	TOTAL	Lease Term		URES INCLUDED IN
EFFICIENCY										ENT All That Apply)
1 Bedroom										
2 Bedroom									☐ Heat	☐ Garbage Disposal
3 BEDROOM									☐ Electricity	☐ Furnished Unit
4 BEDROOM									☐ Other Utilities	☐ Security
OTHER RENTABLE UNITS									☐ Air Conditioning	□ Pool
OWNER/MANAGER/JANITOR OCCUPIED									☐ Tennis Courts	☐ Dishwasher
SUBTOTAL									☐ Stove/Refrigerato	r
GARAGE/PARKING									☐ Other Specify	•
OTHER INCOME (SPECIFY)									Other specify	
TOTALS										

#### SCHEDULE B - 2023 LESSEE RENT SCHEDULE Complete this section for all other rental activities except apartment rental.

SCHEDULL	2025 LESSEE RENT SCHEDULE Comp					us section j	<u>n upurimeni reniui.</u>			
Name	LOCATION	Type/Use	LEASE TERM				Annua	PROPERTY EXPENSES		
OF	OF	OF								& UTILITIES
TENANT	Leased	LEASED	START	End	Leased	Base	Esc/Cam/	Total	RENT PER	PAID BY TENANT
	SPACE	SPACE	DATE	DATE	SQ. FT.	RENT	OVERAGE	RENT	SQ. FT.	
				-						
Trans										
TOTAL										