

2008 ANNUAL INCOME AND EXPENSE REPORT

SUMMARY PAGE

100% Owner Occupied

Owner _____ Account Number _____
 Mailing Address _____ Property Address _____
 City/State/Zip _____ **Owner Email Address** _____

1. Primary use of Property (*Circle One*) A. Apartment B. Office C. Retail D. Mixed Use E. Shopping Center F. Industrial G. Other _____
2. Gross Building Area (Inc. Owner-Occupied Space) _____ SF 5. Number of Units _____
 3. Net Leasable Area _____ SF 6. Building Age (Year) _____
 4. Owner Occupied Area _____ SF 7. Year Remodeled (Year(s)) _____

INCOME

8. Apartment Rentals (Attach Schedule A) _____
 9. Office Rental (Attach Schedule B) _____
 10. Retail Rental (Attach Schedule B) _____
 11. Mixed Rentals (Attach Schedule B) _____
 12. Shopping Center Rentals (Attach Schedule B) _____
 13. Indst./Whse./Garage Rentals (Attach Schedule B) _____
 14. Other Rentals (Attach Schedule B) _____
 15. Parking Rentals _____
 16. Other Property Income _____
 17. **Total Potential Income** (Add Line 8 thru Line 16) _____
 18. Loss Due to Vacancy and Bad Debt _____
 19. **Effective Annual Income** (Line 17 minus Line 18) _____
 20. Expense Reimbursements _____
 21. **Effective Gross Income** (Line 19 + 20) _____

EXPENSES

22. Management _____
 23. Legal/Accounting _____
 24. Fire/Liability Insurance _____
 25. Leasing Fees/Commissions/Advertising _____
 26. Payroll (Except mgt, repairs and decorating) _____
 27. Electricity _____
 28. Heating/Air Conditioning _____
 29. Other Utilities (Specify) _____
 30. Supplies (Janitorial, Etc.) _____
 31. Common Area Maintenance (CAM) _____
 32. Maintenance & Repairs _____
 33. Elevator Maintenance _____
 34. Snow/Trash Removal _____
 35. Security _____
 36. Tenant Improvements (Paid by Landlord) _____
 37. Other (Specify) _____
 38. **Total Expenses** (Add Line 22 thru Line 37) _____
 39. **Net Operating Income** (Line 21 minus Line 38) _____
 40. Capital Expenditures _____
 41. Real Estate Taxes _____
 42. Mortgage Payments (Principal & 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 _____

Name (Print) _____ Title _____ Phone Number _____

SCHEDULE A.

Complete this section for apartment rental activity only.

2008

Unit Type	No. of Units		Room Count		Unit Size	Monthly Rent		Typical Lease Term
	Total	Rented	Rooms	Baths	Sq. Ft.	Per Unit	Total	
Efficiency								
1 Bedroom								
2 Bedroom								
3 Bedroom								
4 Bedroom								
Other Rental Units								
Owner/Manager/Janitor Occupied								
Subtotal								
Garage/Parking								
Other Income (Specify)								
Totals								

Building Features Included in Rent

(Please Check all that applies)

- | | |
|--|---|
| <input type="checkbox"/> Heat | <input type="checkbox"/> Garbage Disposal |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Furnished Unit |
| <input type="checkbox"/> Other Utilities | <input type="checkbox"/> Security |
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Stove/Refrigerator | <input type="checkbox"/> Tennis Courts |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Other (Specify) _____ | |

SCHEDULE B.

Complete this section for all rental activities, except apartment rental. Include Office Buildings, Retail Stores, Shopping Centers, Mixed-Use Properties, Industrial and Warehouse properties.

Name of Tenant	Loc. of Space	Lease Term			Annual Rent				Parking		Interior Finish		
		Begin	End	Sq.Ft.	Base	Esc/CAM/Overage	Total	Total/Sq.Ft.	# of Spaces	Annual Rent	Own.	Ten.	Cost
Totals													

Copy and attach if additional pages are needed.

Verification of Purchase Price

Complete this section **ONLY** if you have purchased this property within the last three (3) years.

2008

Purchase Price _____ Down Payment _____ Date of Purchase _____

Date of Last Appraisal _____ Appraisal Firm _____ Appraised Value _____

(Check One)	
Fixed	Variable

First Mortgage _____ Interest Rate (%) _____ Payment Schedule Term (Years) _____

Second Mortgage _____ Interest Rate (%) _____ Payment Schedule Term (Years) _____

Other _____ Interest Rate (%) _____ Payment Schedule Term (Years) _____

Chattel Mortgage _____ Interest Rate (%) _____ Payment Schedule Term (Years) _____

Did the purchase price include a payment for: Furniture? _____ Equipment? _____
(Declared Value) (Declared Value)

Has the property been listed for sale since your purchase? Asking Price _____ Date Listed _____ Broker _____

Remarks. (Explain Special Circumstances or Reasons for your Purchase) _____

Construction Cost Data	Cost	Year	Dimensions	Comments
Site Improvements				
Buildings				
Additions				
Remodeling				

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Signature _____ Name (Print) _____ Date _____

Title _____ Telephone _____

PLEASE RETURN TO THE ASSESSOR'S OFFICE