

2017 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Filing instructions are on page 4

Owner Name _____
Mailing Address _____
(if different from property
address) _____
City/State/Zip _____

Property Address: _____

PID # _____

1 **Primary Property Use (Check One)**

☐ Apartment

☐ Office

☐ Retail

☐ Mixed Use

☐ Shopping Ctr.

☐ Industrial

☐ Other _____

2 Gross Building Area

(Including Owner-Occupied Space)

Sq. Ft.

6 Number of Parking Spaces

3 Net Leasable Area

Sq. Ft.

7 Actual Year Built

4 Owner-Occupied Area

Percentage area reporting
acceptable

Sq. Ft. or %

8 Year Remodeled

5 Number Of Units

INCOME

9 Apartment Rentals (From Schedule A)

10 Office Rentals (From Schedule B)

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

20 **EFFECTIVE ANNUAL INCOME**

(Line 18 Minus Line 19)

EXPENSES

List property owner dollar amount only.
Indicate "net" in place of tenant responsible
payments.

21 Heating: **(Gas, Oil)**

22 Electricity: **(Operations, Heat and Cooling)**

23 Other Utilities: **(Water & Sewer)**

24 Building Payroll (Except management)

25 Maintenance/Repairs: (Upgrades)

26 Insurance

27 Trash Removal

28 Snow Removal/Landscaping

29 Legal and Accounting

30 Management

31 Reserve For Replacements

32 Tenant / Leasehold Improvements

33 Elevator Maintenance

34 Other (Specify) _____

35 Other (Specify) _____

36 Other (Specify) _____

37 Security

38 **TOTAL EXPENSES** (Add Lines 21 Through 37)

39 **NET OPERATING INCOME** (Line 20 Minus Line 38)

40 Capital Expenses

41 Real Estate Taxes

42 Mortgage Payment (Principal and Interest)

RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2018

SCHEDULE A - 2017 APARTMENT RENT SCHEDULE

Complete this Section for APARTMENT Rental activity only.

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UNIT TYPE	NO. OF UNITS per Type		ROOM COUNT per Type		UNIT SIZE @ Per unit	MONTHLY RENT		ANNUAL RENT
	TOTAL	# RENTED	Total ROOMS	# BATHS	TOTAL SQ. FT.	PER UNIT per month	TOTAL per Unit type per month	Gross Annual Rent per unit type
EFFICIENCY								
1 BEDROOM								
2 BEDROOM								
3 BEDROOM								
4 BEDROOM								
OTHER RENTABLE UNITS								
OWNER/MANAGER/JANITOR OCCUPIED								
SUBTOTAL								
GARAGE/PARKING								
OTHER INCOME (SPECIFY, i.e: Laundry)								
TOTALS								

PID # _____ Property Address _____

BUILDING FEATURES INCLUDED IN RENT

(Please Check All That Apply)

☐ Heat

☐ Electricity

☐ Other Utilities

☐ Air Conditioning

☐ Stove/Refrigerator

☐ Dishwasher

☐ Garbage Disposal

☐ Other Specify _____

☐ Furnished Unit

☐ Security

☐ Pool

☐ Tennis Courts

☐ Parking

SCHEDULE B - ALL OTHER 2017 TENANT LESSEE SCHEDULE

Complete this Section for ALL OTHER rental activities except apartment rental.

[illegible]

COPY AND ATTACH IF ADDITIONAL PAGES ARE NEEDED

PLEASE SUBMIT A SINGLE REPORT FOR EACH LETTER RECEIVED. A 10% PENALTY WILL BE ASSESSED FOR MULTIPLE PARCEL REPORT SUBMISSIONS.

VERIFICATION OF PURCHASE PRICE

Property Address _____ **PID #** _____

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

DATE OF LAST APPRAISAL _____ **APPRAISAL FIRM** _____ **APPRAISED VALUE** _____

(Check One)

	FIXED	VARIABLE
FIRST MORTGAGE		
SECOND MORTGAGE		
OTHER		
CHattel MORTGAGE		

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? \$ _____ (Value) EQUIPMENT? _____ (Value) OTHER (Specify) \$ _____ (Value)

HAS THE PROPERTY BEEN LISTED FOR SALE SINCE YOUR PURCHASE? (Check 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.) _____

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: _____

E Mail Address _____ TELEPHONE _____ TITLE _____



RETURN TO:

Thomas DeNoto, Assessor
111 North Main Street
Bristol, CT 06010
(P) 860-584-6245,
thomasdenoto@bristolct.gov

CITY OF BRISTOL
2017 ANNUAL
INCOME AND EXPENSE REPORT
FILING INSTRUCTIONS

PLEASE SUBMIT A SINGLE REPORT FOR EACH LETTER RECEIVED.
A 10% PENALTY WILL BE ASSESSED FOR MULTIPLE PARCEL REPORT SUBMISSIONS.

FILING INSTRUCTIONS. The Assessor's Office is preparing for revaluation of all real property. In order to assess your real property equitably, information regarding the property income and expenses is required. Connecticut General Statute 12-63c requires all owners of rental real property to annually file this report. **The information filed and furnished with this report will remain confidential and is not open to public inspection.** Any information related to the 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) of the Connecticut General Statutes.

Please complete and return the completed form to the Assessor's Office on or before June 1, 2018.

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 report or files an incomplete or false report 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. In accordance with CGS, Sec 12-63b, as amended, upon determination that there is good cause, the assessor may grant an extension if the owner of such property files a request for an extension with the assessor not later than June first.**

GENERAL INSTRUCTIONS. Complete this form for all rented or leased commercial, retail, industrial or combination property. Identify the property and address. **Provide Annual information for the calendar year 2017.** **ESC/CAM/OVERAGE:** (Check if applicable). **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 for the common area property. **OVERAGE:** Additional fee of rental income. This is usually based on a percent of sales or income. **PARKING:** Indicate number of parking spaces and annual rent for each tenant, include spaces or areas leased or rented to a tenant as a concession. **SPACES RENTED TWICE:** Those rented for daylight hours to one tenant and evening hours to another should be reported under each tenant's name. **OPTION PROVISIONS/BASE RENT INCREASE:** Indicate the percentage or increment and time period. **INTERIOR FINISH:** Indicate whether completed by the owner or the tenant and the cost. Complete **VERIFICATION OF PURCHASE PRICE** information.

WHO SHOULD FILE. All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. All properties that 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 non-residential property is partially rented and partially owner-occupied this report must be filed. If you have any questions, please call the Assessor's Office.

OWNER OCCUPIED PROPERTIES. **If your property is 100% owner-occupied, please indicate 100% on line 4 of page one of the report and complete verification page 3 of the report.** Reported real estate expense items are encouraged in association with owner occupancy. Income and expense relating to your business should not be reported.

HOW TO FILE. Each summary page should reflect information for a single property for the year 2017. **If you own more than one rental property, a separate report/form must be filed for each property in this jurisdiction.** 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. A computer printout is acceptable for Schedule A and B, providing all the required information is provided. **PLEASE SUBMIT A SINGLE REPORT FOR EACH LETTER RECEIVED. A 10% PENALTY WILL BE ASSESSED FOR MULTIPLE PARCEL REPORT SUBMISSIONS.**

RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2018