

2025 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

January 1 to December 31, 2025

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

Property Name _____

- 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 _____ Sq. Ft. 8 Year Remodeled _____
- 5 Number Of Units _____

INCOME- ANNUAL

- 9 Apartment Rentals (Attach Schedule A) _____
- 10 Office Rentals (Attach Schedule B) _____
- 11 Retail Rentals (Attach Schedule B) _____
- 12 Mixed Rentals (Attach Schedule B) _____
- 13 Shopping Center Rentals (Attach Schedule B) _____
- 14 Industrial Rentals (Attach Schedule B) _____
- 15 Other Rentals (Attach Schedule B) _____
- 16 Parking Rentals _____
- 17 Other Property Income(Specify) _____
- 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 - ANNUAL

- 21 Heating/Air Conditioning _____
- 22 Electricity _____
- 23 Other Utilities _____
- 24 Leasing Fees / Commissions / Advertising _____
- 25 Legal and Accounting Fees _____
- 26 Management (not including payroll) _____
- 27 Payroll _____
- 28 Supplies _____
- 29 Repairs _____
- 30 Cleaning (i.e. trash removal) _____
- 31 Common Area Maint. (i.e lawn care and plowing) _____
- 32 Insurance _____
- 33 Security _____
- 34 Reserve for Replacement _____
- 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 _____

100% Owner Occupied

Check here **Complete, sign (pg. 4) and return form**

Name of Business _____

If partially owner-occupied, do not check box. Call if not sure.

TO AVOID THE 10% PENALTY, RETURN to the Assessor ON OR BEFORE JUNE 1, 2026.

ANY EXTENSION REQUESTS MUST ALSO BE RECEIVED IN WRITING BY JUNE 1, 2026.

SCHEDULE A - 2025 APARTMENT RENT SCHEDULE

Complete this Section for Apartment Rental activity only.

January 1 - December 31, 2025

Property Address:

UNIT TYPE	NO. OF UNITS		ROOM COUNT		UNIT SIZE	MONTHLY RENT		TYPICAL LEASE TERM	BUILDING FEATURES INCLUDED IN RENT (Please Check All That Apply) <input type="checkbox"/> Heat <input type="checkbox"/> Furnished Unit <input type="checkbox"/> Electricity <input type="checkbox"/> Security <input type="checkbox"/> Other Utilities <input type="checkbox"/> Pool <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Stove/Refrigerator <input type="checkbox"/> Parking <input type="checkbox"/> Dishwasher <input type="checkbox"/> Other Specify _____ <input type="checkbox"/> Garbage Disposal
	TOTAL	RENTED	ROOMS	BATHS	SQ. FT.	PER UNIT	TOTAL		
EFFICIENCY									
1 BEDROOM									
2 BEDROOM									
3 BEDROOM									
4 BEDROOM									
OTHER RENTABLE UNITS									
OWNER/MANAGER/JANITOR OCCUPIED									
SUBTOTAL									
GARAGE/PARKING									
OTHER INCOME (SPECIFY)								OTHER INCOME SPECIFY: _____	
TOTALS									

Schedule A Instructions:

Complete these forms for all residential property which is leased or rented except "such property used solely for residential purposes, containing not more than six dwelling units and in which the owner resides" (12-63b C.G.S.)

- 1 Identify the property and address and remember to provide a separate form for each individual property.
- 2 Provide information for the property identified, for the year indicated at the top of the page.
- 3 Under **NO. OF UNITS** heading, indicate all units **AVAILABLE** in the **TOTAL** column and all units **ACTUALLY RENTED** in the **RENTED** column.
- 4 Under **MONTHLY RENT, TOTAL** column, calculate **potential rent based on TOTAL units**, not actual rented. Multiply **SUBTOTAL** for MONTHLY RENT by 12 and enter on INCOME and EXPENSE SUMMARY line 9.
- 5 For **GARAGE/PARKING**, calculate potential monthly rent, not actual. Multiply the monthly total by 12 and enter on INCOME and EXPENSE SUMMARY line 16.
- 6 Indicate all **OTHER INCOME** in that line and specify (i.e.: laundry machines, vending machines, passed thru for utilities, etc.). Multiply by 12 and enter Total Annual on line 17 of INCOME and EXPENSE SUMMARY.
- 7 Calculate differences between potential and actual for all Monthly Rents, multiply by 12 and include in value entered on line 19 INCOME and EXPENSE SUMMARY, Loss due to Vacancy and Credit.
- 8 Check off building features included in monthly rent.
- 9 If entire property was vacant for the entire reporting period: Indicate "vacant property" and an explanation as to the cause of the vacancy (for example: fire damage, deterioration, renovation, etc.)

COPY AND ATTACH IF ADDITIONAL PAGES ARE NEEDED

VERIFICATION OF PURCHASE PRICE

Property Address _____

PURCHASE PRICE \$ _____ DOWN PAYMENT \$ _____ DATE OF PURCHASE _____
 DATE OF LAST APPRAISAL _____ APPRAISAL FIRM _____ APPRAISED VALUE _____

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

(Check One)	
FIXED	VARIABLE

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.) _____

INCOME AND EXPENSE - AFFIDAVIT

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 _____ NAME (Print) _____ DATE _____
 TITLE _____ TELEPHONE _____

RETURN to the Assessor ON OR BEFORE JUNE 1, 2026