

THOMASTON CT

2015 ANNUAL INCOME AND EXPENSE REPORT

RETURN TO:
Assessor's Office
PO Box 136
Thomaston, CT 06787

The Assessor's Office is preparing for a revaluation of all real property. In order to assess your real property equitably, information regarding the property income and expenses is required. CGS 12-63c requires all owners of commercial and industrial properties to annually file this report. THIS INFORMATION IS CONFIDENTIAL AND NOT OPEN FOR PUBLIC INSPECTION.

PLEASE COMPLETE AND RETURN THE COMPLETED FORM ON OR BEFORE JUNE 1, 2016

In accordance with CGS 12-63c(d), any owner of commercial or industrial property who fails to file this form shall be subject to a penalty assessment equal to a ten percent (10%) increase of the assessment of said property, which will be added to the bills due and payable July 2016.

The Assessor may grant an extension of not more than thirty (30) days, if the owner files a request for an extension no later than May 1, 2016.

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 Assessor's office 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. If the property is owner occupied or rented to a related party, please check the box at the bottom of the form and return.

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 2015.** **TYPE/USE OF LEASED SPACE:** Indicate the use of the leased space (i.e., office, retail, warehouse, restaurant, garage, etc.). **ESC/CAM/OVERAGE:** (Circle 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 from the common area property. **OVERAGE:** Additional fee or rental income. This is usually based on a percent of sales or income. **OPTION PROVISIONS/BASE RENT INCREASE:** Indicate the percentage or increment and time period. **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, 2015. It is essential that the unit income is noted as well as the total income.

HOW TO FILE. Each summary page should reflect information for a single property for the year 2015. 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.

Town of Thomaston
Annual Income and Expense Report
Commercial/Industrial

*****MUST BE FILED ON OR BEFORE JUNE 1, 2016 TO AVOID 10% ASSESSMENT PENALTY*****

Property Address:	Mailing Address:
Owner:	City/State/Zip:
1. Primary Property Use: Apartment _____ Office _____ Retail _____ Industrial _____ Mixed Use _____ Other _____	

- | | |
|--|-----------------------------------|
| 2. Gross Building Area _____ sq. ft.
(include owner occupied space) | 6. Number of Units _____ |
| 3. Net Leasable Area _____ sq. ft. | 7. Number of Parking Spaces _____ |
| 4. Owner Occupied Area _____ sq. ft. | 8. Actual Year Built _____ |
| 5. Common Area _____ sq. ft. | 9. Year Remodeled _____ |

INCOME - 2015			EXPENSES - 2015		
10. Apartment Rentals (sched. A)	\$		21. Advertising	\$	
11. Office Rentals (sched. B)	\$		22. Cleaning and Maintenance	\$	
12. Retail Rentals (sched. B)	\$		23. Commissions/Leasing Fees	\$	
13. Industrial Rentals (sched. B)	\$		24. Insurance	\$	
14. Mixed Use Rentals (sched. B)	\$		25. Legal & Other Prof. Fees	\$	
15. Other Rentals (sched. B)	\$		26. Management Fees	\$	
16. Parking Rentals	\$		27. Repairs	\$	
17. Other Property Income	\$		28. Supplies	\$	
18. Total Potential Income <i>Add lines 10 to 17</i>	\$		29. Utilities	\$	
19. Loss due to Vacancy/Credit	\$		30. Security	\$	
20. Effective Annual Income <i>Subtract line 19 from 18</i>	\$		31. Other (Specify)	\$	
Sale or Mortgage Verification Complete if sold, listed for sale, or mortgaged since 1-1-2015 Purchase Price \$ _____ Date of Purchase _____ Approximate vacancy rate at date of sale _____ % Was the sale between related parties? Yes _____ No _____ First Mortgage \$ _____ Int. Rate _____ % _____ years Other Financing \$ _____ Int. Rate _____ % _____ years Asking Price \$ _____ Date Listed _____			32. Other (Specify)	\$	
			33. Total Expenses <i>Add lines 21 to 32</i>	\$	
			34. Capital Expenses	\$	
			35. Mortgage Paid to Banks	\$	
			36. Other Interest	\$	
			37. Depreciation	\$	
			38. Real Estate Taxes	\$	

I do hereby declare under penalties of false statement that the foregoing information and that reflected on the attached schedule(s) is, according to the best of my knowledge, remembrance and belief, a complete and true statement of all income and expenses attributable to the above identified property.

Signature _____

Date: _____

Printed Name/Title _____

Telephone: _____

The above identified property is: 100% Owner Occupied _____ 100% Leased to a related party _____

