



City of Stamford, Connecticut

2013

Annual Income and Expense Report

FILING INSTRUCTIONS – Connecticut General Statutes 12-63c requires all owners of rental real property to annually file this report. In order to fairly assess your real property, information regarding the property income and expenses is required. **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).**

In accordance with Section 12-63c (d) of the Connecticut State Statutes, a completed form MUST be returned to the Assessor's Office whether the property is leased, vacant, or owner occupied on or before June 1st, 2014; or a 10% assessment penalty shall be applied to your total assessment.

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 defraud, shall be subject to a penalty assessment equal to a **Ten Percent (10%) increase** in the assessed value of such property.

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 2013.** **TYPE/USE OF LEASED SPACE:** Indicate use the leased space is being utilized for (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. **PROPERTY EXPENSES & UTILITIES PAID BY TENANT:** Indicate the property expenses and utilities the tenant is responsible for. Abbreviations may be used (i.e., "RE" for real estate taxes & "E" for electricity). **VERIFICATION OF PURCHASE PRICE & IMPROVEMENTS** must be completed if the property was acquired or improvements/additions were performed on or after January 1, 2013.

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 below 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 100% owner occupied, please check the box on the top right of Page 1 and return the form to the Assessor's Office.

HOW TO FILE – Each summary page should reflect information for a single property for the 2013 calendar year. 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 properties. **All property owners must sign & return the forms to the Stamford Assessor's Office on or before June 1st, 2014 to avoid a Ten Percent (10%) penalty.**

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

RETURN TO:

OFFICE OF THE ASSESSOR
888 Washington Boulevard
P.O. Box 10152
Stamford CT 06904-2152

Neeraj(Raj) Rajbhandari Ron Benyus Rob Rende
(203) 977-4674 (203) 977-4017 (203) 977-5604

RETURN TO THE ASSESSOR ON OR BEFORE June 1st, 2014

2013 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Property Address:

IF YOUR PROPERTY IS 100% OWNER-OCCUPIED OR 100% LEASED TO A RELATED CORPORATION, BUSINESS, FAMILY MEMBER OR OTHER RELATED ENTITY, PLEASE INDICATE BY CHECKING THE BOX AND RETURN TO ASSESSOR'S OFFICE.

Parcel ID:

1. Primary Property Use: If incorrect or changed, specify _____	
2. Gross Building Area (Including Owner-Occupied Space):	_____ Sq. Ft.
3. Net Leasable Area _____ Sq. Ft.	4. Owner-Occupied Area _____ Sq. Ft.
5. No. of Units _____	6. Number of Parking Spaces _____
7. Actual Year Built _____	8. Year Remodeled _____

<u>INCOME – 2013</u> (Use <u>Potential Gross Income</u> from Schedules A & B)	
9. Apartment Rental (Totals Schedule A) If rent roll provided, indicate average rent per unit type in Schedule A	_____
10. Office Rentals (Totals Schedule B)	_____
11. Retail Rentals (Totals Schedule B)	_____
12. Mixed Rentals (Totals Schedule B)	_____
13. Shopping Center Rentals (Totals Schedule B)	_____
14. Industrial Rentals (Totals Schedule B)	_____
15. Other Rentals (Totals Schedule B)	_____
16. Parking Rentals (Totals Schedule B)	_____
17. Other Property Income	_____
18. Potential Gross Income (add line 9 thru line 17)	_____
19. Income Loss due to Vacancy	_____
20. Effective Annual Income (line 18 minus line 19)	_____
21. NET EXPENSES (from page 2 – line 41)	_____
22. NET OPERATING INCOME (Line 20 minus line 21)	_____

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EXPENSES – 2013

23. Heating / Air Conditioning	_____
24. Electricity	_____
25. Other Expenses	_____
26. Payroll (except management, repair)	_____
27. Supplies	_____
28. Management	_____
29. Insurance	_____
30. Common Area Maintenance	_____
31. Leasing Fees/Commissions/Advertising	_____
32. Legal and Accounting	_____
33. Elevator Maintenance	_____
34. Security	_____
35. Other (specify)	_____
36. Other (specify)	_____
37. Other (specify)	_____
38. Total Expenses (add lines 23 thru 37)	_____
39. Reimbursed Expenses from Tenants	
A) CAM	_____
B) Insurance	_____
C) Real Estate Taxes	_____
D) Other (Specify)	_____
40. Total Reimbursed Expenses from Tenants (Sum of 39 A, B, C & D)	_____
41. Net Expenses (line 38 minus line 40)	_____
42. Capital Expenses	_____
43. Real Estate Taxes	_____
44. Mortgage Payment (principal and interest)	_____

AFFIDAVITE:

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*).

NAME (Print): _____

SIGNATURE: _____

TITLE: _____

DATE: _____

PHONE: _____

VERIFICATION OF PURCHASE PRICE & IMPROVEMENTS

(COMPLETE IF THE PROPERTY WAS ACQUIRED ON OR AFTER JANUARY 1, 2013)

Purchase Price \$ _____ Down Payment \$ _____ Date of Purchase _____

(Check one)

1 st Mortgage \$ _____	Interest Rate _____ %	Payment Schedule Term _____	Years
2 nd Mortgage \$ _____	Interest Rate _____ %	Payment Schedule Term _____	Years
Other \$ _____	Interest Rate _____ %	Payment Schedule Term _____	Years

Fixed	Variable

Did the purchase price include a payment for: Furniture: _____ Equipment: _____ Other (Specify): _____

Was the sale between Related Parties: (Circle One) Yes No Approximate vacancy at date of purchase _____ %

Was an appraisal used in the purchase or financing: (Circle One) Yes No Appraised Value: _____

Is property currently listed for sale: (Circle One) Yes No Name of Appraiser: _____

If property is listed for sale, list asking price: \$ _____ Date Listed: _____ Broker: _____

Remarks – Please explain any special circumstances or reasons concerning your purchase (i.e. Vacancy, conditions of sale, etc.)

COST OF IMPROVEMENT & ADDITIONS:

Below please list improvements/additions made to the property in 2013 (If more space needed, please attach additional sheet)

IMPROVEMENTS / ADDITIONS	DETAILS OF IMPROVEMENTS	TOTAL COST	LIFE	COMMENTS
		\$		
		\$		
		\$		
		\$		
		\$		

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