

2023 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner Name _____
 Mailing Address _____
 City/State/Zip _____

Simsbury Unique ID # _____
 Property Location _____
 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 - 2023

EXPENSES - 2023

9 Apartment (Potential Gross)Rentals (From Schedule A) _____

21 Heating/Air Conditioning _____

10 Office (Potential Base Rent)Rentals (From Schedule B) _____

22 Electricity _____

11 Retail (Potential Base Rent)Rentals (From Schedule B) _____

23 Other Utilities _____

12 Mixed (Potential Base Rent)Rentals (From Schedule B) _____

24 Payroll (Except management,repair & decorating) _____

13 Shopping (Potential Base Rent) Rentals (From Schedule B) _____

25 Supplies _____

14 Industrial *Potential Base Rent)Rentals (From Schedule B) _____

26 Management _____

15 Other (ESC/CAM/Overage) Total (From Schedule B) _____

27 Insurance _____

16 Parking (Potential Gross) Rentals _____

28 Common Area Maintenance _____

17 Other Property Income (IE: Laundry;Pool Fees) _____

29 Leasing Fees / Commissions / Advertising _____

18 **TOTAL POTENTIAL INCOME**
 (Add Line 9 Through Line 17) _____

30 Legal and Accounting _____

19 Loss Due to Vacancy and Credit _____

31 Elevator Maintenance _____

20 **EFFECTIVE ANNUAL INCOME**
 (Line 18 Minus Line 19) _____

32 Tenant Improvements _____

33 General Repairs _____

34 Security _____

35 Cleaning & Maintenance _____

36 Other (Specify) _____

37 **TOTAL EXPENSES** (Add Lines 21 Through 36) _____

38 **NET OPERATING INCOME** (Line 20 Minus Line 37) _____

39 Capital Expenses _____

40 Reserves for Replacement _____

41 Real Estate Taxes _____

42 Mortgage Payment (Principal and Interest) _____

43 Depreciation _____

44 Amortization _____

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 & EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY (*Section 12-63c(d) of the Connecticut General Statutes*)

SIGNATURE: _____

NAME / TITLE: _____

DATE: _____ **TELEPHONE:** _____

EMAIL: _____

Please check if applicable:

If property is **100% owner occupied** , or occupied by a related person, corporation or entity

please indicate by checking the following box and ignore questions 9 through 20.

SCHEDULE A - 2023 APARTMENT RENT SCHEDULE

Complete this Section for Apartment Rental activity only.

UNIT TYPE	NO. OF UNITS		ROOM COUNT		UNIT SIZE SQ. FT.	MONTHLY RENT		TYPICAL LEASE TERM
	TOTAL	RENTED	ROOMS	BATHS		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)								
TOTALS (Potential Gross)								

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 - 2023 LESSEE SCHEDULE

Complete this Section for all other rental activities except apartment rental.

NAME OF TENANT	LOCATION OF LEASED SPACE	TYPE/USE OF LEASED SPACE	LEASE TERM			ANNUAL RENT				Property Expenses & Utilities Paid by ?	
			START DATE	END DATE	LEASED SQ.FT.	BASE RENT	ESC/CAM/ OVERAGE	TOTAL RENT	RENT PER SQ.FT.	TENANT	OWNER
TOTALS (See Income: Lines 10-15)											

COPY AND ATTACH IF ADDITIONAL PAGES ARE NEEDED

**VERIFICATION OF PURCHASE PRICE
and
LAST APPRAISAL INFORMATION**

Purchase information to be completed if acquired after January 1, 2022

PURCHASE PRICE	\$ _____	DOWN PAYMENT	\$ _____	DATE OF PURCHASE	_____
FIRST MORTGAGE	\$ _____	INTEREST RATE	____ %	PAYMENT SCHEDULE TERM	_____ YEARS
SECOND MORTGAGE	\$ _____	INTEREST RATE	____ %	PAYMENT SCHEDULE TERM	_____ YEARS
OTHER	\$ _____	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)

WAS THE SALE BETWEEN RELATED PARTIES? (Check one) YES NO APPROXIMATE VACANCY AT DATE OF PURCHASE _____ %

WAS AN APPRAISAL USED IN THE PURCHASE OR FINANCING? (Check One) YES NO APPRAISED VALUE/NAME OF APPRAISER _____

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

IS THE PROPERTY CURRENTLY LISTED FOR SALE ? (Check One) YES NO

IF YES, LIST THE ASKING PRICE \$ _____ DATE LISTED _____ BROKER _____

Appraisal information to be Completed if property was appraised after January 1, 2022

DATE OF LAST APPRAISAL _____ APPRAISAL FIRM _____ APPRAISAL VALUE \$ _____

TO AVOID 10% PENALTY

RETURN THE ENTIRE REPORT TO SIMSBURY ASSESSOR'S OFFICE ON OR BEFORE JUNE 1, 2024