

# 2018 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner Name _____	List # _____
Mailing Address _____	Property Location _____
_____	Map / Lot _____
City/State/Zip _____	

**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**

**EXPENSES**

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) \_\_\_\_\_

21 Heating/Air Conditioning \_\_\_\_\_

22 Electricity \_\_\_\_\_

23 Other Utilities \_\_\_\_\_

24 Payroll (Except management) \_\_\_\_\_

25 Supplies \_\_\_\_\_

26 Management \_\_\_\_\_

27 Insurance \_\_\_\_\_

28 Common Area Maintenance \_\_\_\_\_

29 Leasing Fees / Commissions / Advertising \_\_\_\_\_

30 Legal and Accounting \_\_\_\_\_

31 Elevator Maintenance \_\_\_\_\_

32 Tenant Improvements \_\_\_\_\_

33 General Repairs \_\_\_\_\_

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) \_\_\_\_\_

**SCHEDULE A - 2018 APARTMENT RENT SCHEDULE**

UNIT TYPE	NO. OF UNITS		ROOM COUNT		UNIT SIZE	MONTHLY RENT		TYPICAL
	TOTAL	RENTED	ROOMS	BATHS	SQ. FT.	PER UNIT	TOTAL	LEASE TERM
EFFICIENCY								
1 BEDROOM								
2 BEDROOM								
3 BEDROOM								
4 BEDROOM								
OTHER RENTABLE UNITS								
OWNER/MANAGER/JANITOR OCCUPIED								
<b>SUBTOTAL</b>								
GARAGE/PARKING								
OTHER INCOME (SPECIFY)								
<b>TOTALS</b>								

**Complete this Section for Apartment Rental activity only.**

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 - 2018 LESSEE SCHEDULE**

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

NAME OF TENANT	LOCATION OF SPACE	LEASE TERM			ANNUAL RENT				PARKING		INTERIOR FINISH		
		START	END	SQ.FT	BASE	ESC/CAM OVERAGE	TOTAL	TOTAL PER SQ. FT.	NO. OF SPACES	ANNUAL RENT	OWNER	TENANT	COST
<b>TOTALS</b>													

# VERIFICATION OF PURCHASE PRICE

(Must be completed if the property was acquired on or after January 1, 2017)

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.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 \_\_\_\_\_