

# 2019 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner Name \_\_\_\_\_ Property Location \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Property Name \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Property Manager Name & Phone \_\_\_\_\_  
 Owner's Phone \_\_\_\_\_

**Primary Property Use (Check One)**

Apartment     Office     Retail     Mixed Use     Automotive     Industrial     Other \_\_\_\_\_

Gross Building Area \_\_\_\_\_ Sq. Ft.      Has the building been remodeled? \_\_\_\_\_  
 (Including Owner-Occupied Space)  
 Net Leasable Area \_\_\_\_\_ Sq. Ft.      What year was this done? \_\_\_\_\_  
 Owner-Occupied Area \_\_\_\_\_ Sq. Ft. \_\_\_\_\_  
 Number Of Units \_\_\_\_\_

**INCOME**

**EXPENSES**

1 Apartment Rent (From Schedule A) \_\_\_\_\_  
 2 Retail, Office + Commercial Rents (From Schedule B) \_\_\_\_\_  
 3 Other Rent \_\_\_\_\_  
 4 Other Property Income \_\_\_\_\_  
 6 **TOTAL POTENTIAL INCOME** (Sum Lines 1 - 4) \_\_\_\_\_  
 5 Vacancy & Collection Loss \_\_\_\_\_  
 6 **EFFECTIVE ANNUAL INCOME** (Line 6 Minus Line 5) \_\_\_\_\_

7 Heating/Air Conditioning \_\_\_\_\_  
 8 Electricity \_\_\_\_\_  
 9 Other Utilities (Specify) \_\_\_\_\_  
 10 Payroll (Except management) \_\_\_\_\_  
 11 Supplies \_\_\_\_\_  
 12 Management \_\_\_\_\_  
 13 Insurance \_\_\_\_\_  
 14 Common Area Maintenance \_\_\_\_\_  
 15 Leasing Fees / Commissions / Advertising \_\_\_\_\_  
 16 Legal and Accounting \_\_\_\_\_  
 17 Elevator Maintenance \_\_\_\_\_  
 18 Tenant Improvements \_\_\_\_\_  
 19 General Repairs \_\_\_\_\_  
 20 Other (Specify) \_\_\_\_\_  
 21 Other (Specify) \_\_\_\_\_  
 22 Other (Specify) \_\_\_\_\_  
 23 Security \_\_\_\_\_  
 24 **TOTAL EXPENSES** (Sum Lines 7 - 23) \_\_\_\_\_  
 25 **NET OPERATING INCOME** (Line 6 Minus Line 24) \_\_\_\_\_  
 26 Capital Expenses \_\_\_\_\_

Signature of Preparer \_\_\_\_\_  
 Name \_\_\_\_\_  
 Date \_\_\_\_\_  
 Phone number of Preparer \_\_\_\_\_

**RETURN TO THE ASSESSOR ON OR BEFORE AUGUST 15, 2020\***

\* In accordance with Connecticut General Statute 12-63c; Ned Lamont Executive Order 71, Section 15, dated 3/21/2020;  
 and Ned Lamont Executive Order 7S, Section 10, dated 4/1/2020.