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

Please complete and return the completed form to the Old Saybrook Assessor’s Office by on or before June 1, 2022. In accordance with Section §12-63c(d), of the Connecticut General Statutes, 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 equal to a Ten Percent (10%) increase in the assessed value of such property.

GENERAL INSTRUCTIONS: Complete this form for rented/leased commercial, retail, industrial or combination property. Identify the property and address. Provide Annual information for the Calendar Year 2021.

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 & utilities the tenant is responsible for. Abbreviations may be used (i.e., RE for real estate taxes & E for electricity).

VERIFICATION OF PURCHASE PRICE complete this section if the property was acquired after January 1, 2021

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 above 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.

HOW TO FILE - Each summary page should reflect information for a single property for the year of 2021. 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 print-out is acceptable as long as all the required information is provided.
  You may substitute a IRS Form 2021 SE or 2021 8825 in lieu of this form for EACH address.

• Return to the Assessor by June 1, 2022 to Avoid the 10% Penalty.

• IF YOUR PROPERTY IS 100% OWNER OCCUPIED PLEASE CHECK THIS BOX ☐
VERIFICATION OF PURCHASE PRICE
(Complete if the property was acquired on or after January 1, 2021)

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

DID THE PURCHASE PRICE INCLUDE A PAYMENT FOR:
Furniture? $______________
VALUE
EQUIPMENT? $______________
VALUE
OTHER (SPECIFY) $______________
VALUE

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 /NAME OF APPRAISER __________________________

PROPERTY CURRENTLY LISTED FOR SALE? (CIRCLE 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.)
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Return to the Assessor on or Before June 1, 2022
# 2021 Annual Income and Expense Report Summary

Owner: 
Mailing Address: 
Property Address: 
City / State/ Zip: Unique ID: 

1. Primary Property Use (Circle One) A. Apartment B. Office C. Retail D. Mixed Use E. Shopping Center F. Industrial G. Other ______________

2. Gross Building Area (Including Owner-Occupied Space) _______________ Sq. Ft. 


4. Owner-Occupied Area _______________ Sq. Ft. 

5. No. of Units _______________ 

### Income - 2021

9. Apartment Rental (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) ____________________ 

### Expenses - 2021

21. Heating/Air Conditioning ____________________ 
22. Electricity ____________________ 
23. Other Utilities ____________________ 
24. Payroll (Except management, repair & decorating) ____________________ 
25. Supplies ____________________ 
26. Management ____________________ 
27. Insurance ____________________ 
28. Common Area Maintenance ____________________ 
29. Leasing Fees/Commissions/Advertising ____________________ 
30. Legal and Accounting ____________________ 
31. Elevator Maintenance ____________________ 
32. Security ____________________ 
33. Other (Specify) ____________________ 
34. Other (Specify) ____________________ 
35. Other (Specify) ____________________ 
36. **Total Expenses** (Add Lines 21 Through 35) ____________________ 
37. **Net Operating Income** (Line 20 Minus Line 36) ____________________ 
38. Capital Expenses ____________________ 
39. Real Estate Taxes ____________________ 
40. Mortgage Payment (Principal and Interest) ____________________ 
41. Depreciation ____________________ 
42. Amortization ____________________ 

---

**Signature** _________________
**Name / Title (print)** _________________
**Date** _________________
**Telephone** _________________

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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).

---

Return to the Assessor on or Before June 1, 2022
**Return to the Assessor on or Before June 1, 2022**

**SCHEDULE A - 2021 APARTMENT RENT SCHEDULE**

*Complete this Section for Apartment Rental activity only.*

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>No. of Units</th>
<th>Room Count</th>
<th>Unit Size SQ. Ft</th>
<th>Monthly Rent</th>
<th>Typical Lease Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efficiency</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1 Bedroom</td>
<td></td>
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<tr>
<td>2 Bedroom</td>
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<tr>
<td>3 Bedroom</td>
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<tr>
<td>4 Bedroom</td>
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</table>

**Other Rentable Units**

<table>
<thead>
<tr>
<th>Owner/Manager/Janitor Occupied</th>
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**Subtotal**

<table>
<thead>
<tr>
<th>Garage/Parking</th>
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</table>

**Other Income (Specify)**

**Totals**

**BUILDING FEATURES INCLUDED IN RENT**

(Please Check All That Apply)

- Heat
- Garbage Disposal
- Electricity
- Furnished Unit
- Other Utilities
- Security
- Air Conditioning
- Pool
- Tennis Courts
- Dishwasher
- Stove/Refrigerator
- Other Specify _____________________

**SCHEDULE B - 2021 LESSEE RENT SCHEDULE**

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

<table>
<thead>
<tr>
<th>Name of Tenant</th>
<th>Location of Leased Space</th>
<th>Type/Use of Leased Space</th>
<th>Lease Term</th>
<th>Annual Rent</th>
<th>Property Expenses &amp; Utilities Paid by Tenant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start Date</td>
<td>End Date</td>
<td>Leased SQ. Ft.</td>
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</tbody>
</table>

**Totals**

**COPY AND ATTACH IF ADDITIONAL PAGES ARE NEEDED**