FILING INSTRUCTIONS – The Assessor’s Office is preparing for the revaluation of all real property located in Colchester. In order to fairly assess your real property, information regarding the property income and expenses is required. 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 §12-3c(b), which provides that actual rental and operating expenses shall not be a public record and is subject to the provisions of Section §1-210 (Freedom of Information).

Please complete and return the completed form to the Colchester Assessor’s Office on or before June 1, 2022. 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 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 must be completed if the property was acquired on or 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.

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 FOLLOWING BOX

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. All property owners must sign and return this form to the Colchester Assessor’s office on or before June 1, 2022 to avoid the Ten Percent (10%) penalty.

RETURN TO THE ASSESSOR BEFORE JUNE 1, 2022

****Postmarks not accepted****
2021 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner
Mailing Address
City / State / Zip

Property Name
Property Address
Map / Block / Lot (Fill in from the Front Instruction Page)

1. Primary Property Use (Circle One) A. Apartment B. Office C. Rental 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. Number 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 (Lines 20 Minus Line 36) ___________
38. Capital Expenses ___________
39. Real Estate Taxes ___________
40. Mortgage Payment (Principal and Interest) ___________
41. Depreciation ___________
42. 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 AND EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY (Section 12-63c(d) of the Connecticut General Statutes).

SIGNATURE ___________
NAME (Print) ___________
DATE ___________

TITLE ___________
TELEPHONE ___________

RETURN TO THE ASSESSOR BEFORE JUNE 1, 2022 TO AVOID THE 10% PENALTY
### 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</th>
<th>MONTHLY RENT</th>
<th>TYPICAL LEASE TERM</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>TOTAL</td>
<td>RENTED</td>
<td>ROOMS</td>
<td>BATHS</td>
<td>PER UNIT</td>
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<tr>
<td>EFFICIENCY</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1 Bedroom</td>
<td></td>
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</tr>
<tr>
<td>2 Bedroom</td>
<td></td>
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<td>3 Bedroom</td>
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<td>4 Bedroom</td>
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<tr>
<td>OTHER RENTABLE UNITS</td>
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<td></td>
</tr>
<tr>
<td>OWNER/MANAGER/JANITOR OCCUPIED</td>
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<td></td>
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</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GARAGE/PARKING</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>OTHER INCOME (SPECIFY)</td>
<td></td>
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<tr>
<td>TOTALS</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**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 excluding apartment rentals.**

<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>
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<tbody>
<tr>
<td></td>
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<td>START DATE</td>
<td>END DATE</td>
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<td></td>
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<td>LEASED SQ. FT.</td>
<td>BASE RENT</td>
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<tr>
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<td>ESC/CAM/ OVERAGE</td>
<td>TOTAL RENT</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>RENT PER SQ. FT.</td>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**PROPERTY EXPENSES AND UTILITIES PAID BY TENANT**

COPY AND ATTACH ADDITIONAL PAGES IF NEEDED