



# Town of Griswold

Assessor's Office  
28 Main Street  
Jewett City, CT 06351  
Phone: (860) 376-7060 x 2105  
Fax (860) 376-7070



May 1, 2019

Dear Griswold Property Owner:

In order to assess your real property fairly and equitably, information regarding the income and expense related to your property is essential. Connecticut General Statutes, Section 12-63c *requires* all owners of rental property to annually file the enclosed form. **This year's filing of income and expense data is for the 2018 calendar year.** Please read the instructions for information and assistance in completing this form.

***All information filed and furnished with the enclosed form will remain confidential and is not open to public inspection.*** Any information related to the actual rental and rental-related income and operations expenses shall not be a public record and is not subject to the provisions of Section 1-19 (freedom of information) of the Connecticut General Statutes.

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 the Ten Percent (10%) increase in the assessed value of such property.

Please be advised that the statute covering Income and Expense Reports states the following: "upon determination that there is good cause, the assessor may grant an extension. If you intend to seek an extension beyond the June 3, 2019 filing deadline, you must request the extension, in writing, by May 30, 2019. No extension request may go beyond July 1, 2019. Also, please be advised that filed Income and Expense Reports are subject to audit by the assessor or her designee and incomplete or false forms shall be subject to the 10% penalty under the statute. **All properties whose owners are sent an Income and Expense Report who do not file their Income and Expense Report will be penalized.** Under the legislative changes to this statute, we cannot be as flexible as we've been in the past, you must file and you must file on-time or you will be penalized.

**If your property is 100% OWNER-OCCUPIED, YOU MUST STILL RESPOND. Do not assume that this form does not apply to you; you must complete and return this document.** If you are not sure how to complete this form, please call me at (860) 376-7060, extension 2105 for help in completing your Income and Expense Report.

**Please return the completed form to the Assessor's Office by June 3, 2019.** If you have any questions concerning these forms or the information required, please call the Assessor's Office at (860)376-7060, extension 2103 or 2105.

Sincerely,

Evelyn A. Spagnolo  
Tax Assessor



# Town of Griswold 2018 ANNUAL INCOME AND EXPENSE REPORT



RETURN TO:  
ASSESSOR'S OFFICE  
TOWN OF GRISWOLD  
28 MAIN ST P.O. BOX 369  
GRISWOLD, CT 06351

**FILING INSTRUCTIONS:** Please do not confuse this document with the Personal Property Declaration you file each autumn this is a separate item, which must be filed in addition to the Personal Property Declaration. In order to assess your real property equitably, 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 and is not open to public inspection.** Any information related to the actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes.

**Please complete and return completed form to the Assessor's Office on or before June 3, 2019.**

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.** In accordance with the CGS, Sec 12-63b, as amended, upon determination that there is good cause, the assessor may grant an extension of not more than thirty days to file such information, if the owner of such property files a request for an extension with the assessor not later than May 30<sup>th</sup>.

**GENERAL INSTRUCTIONS:** Complete this form for all rented or leased commercial, retail, industrial or combination property. Identify the property and address. **Please, Provide Annual information for the calendar year 2018.** **ESC/CAM/OVERAGE:** (Check 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 for the common area property. **OVERAGE:** Additional fee of rental income. You may attach to the completed form, a copy of your 2018 Federal Income Tax Returns, Schedule E (Form 1040) Supplemental Income and Expenses and/or Form 8825, Rental Real Estate Income and Expenses of a Partnership, an S Corporation or Limited Liability Company (LLC) with the Form K-1 attached. You need not provide other tax schedules not related to the rental activity. **P l e a s e c o m p l e t e V E R I F I C A T I O N O F P U R C H A S E P R I C E** information, if recently purchased.

**WHO SHOULD FILE:** All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. All properties that 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 non-residential property is partially rented and partially owner-occupied this report must be filed. If you have any questions, please call (860) 376-7060, extension 2105.

**OWNER OCCUPIED PROPERTIES:** If your property is 100% owner-occupied you still must return this form. However, please report only the income or expense items associated with occupancy of the building and land. Income and expense relating to your business should not be reported.

**HOW TO FILE:** Each summary page should reflect information for a single property for the year 2018. 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 printout is acceptable for Schedule A and B, providing all the required information is provided.

**RETURN TO THE ASSESSOR ON OR BEFORE JUNE 3, 2019**

### SCHEDULE A - 2018 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								
<b>SUBTOTAL</b>								
GARAGE/PARKING								
OTHER INCOME (SPECIFY)								
<b>TOTALS</b>								

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		COST
		START	END	BASE	ESCCAM OVERAGE	TOTAL	TOTAL PER SQ. FT.	NO. OF SPACES	ANNUAL RENT	OWNER	TENANT	
<b>TOTALS</b>												

# 2018 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner Name \_\_\_\_\_ Property Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 (if different from front) \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

Primary Property Use (Check One)   
  Apartment   
  Office   
  Retail   
  Mixed Use   
  Shopping Ctr.   
  Industrial   
  Other

2 Gross Building Area \_\_\_\_\_    6 Number of Parking Spaces \_\_\_\_\_  
 (Including Owner-Occupied Space)    Sq. Ft.    7 Actual Year Built \_\_\_\_\_  
 3 Net Leasable Area \_\_\_\_\_    Sq. Ft.    8 Year Remodeled \_\_\_\_\_  
 4 Owner-Occupied Area \_\_\_\_\_    Sq. Ft.

## INCOME-2018

## EXPENSES-2018

<p>9 Apartment Rentals (From Schedule A) _____</p> <p>10 Office Rentals (From Schedule B) _____</p> <p>11 Retail Rentals (From Schedule B) _____</p> <p>12 Mixed Rentals (From Schedule B) _____</p> <p>13 Shopping Center Rentals (From Schedule B) _____</p> <p>14 Industrial Rentals (From Schedule B) _____</p> <p>15 Other Rentals (From Schedule B) _____</p> <p>16 Parking Rentals _____</p> <p>17 Other Property Income _____</p> <p>18 <b>TOTAL POTENTIAL INCOME</b> (Add Line 9 Through Line 17) _____</p> <p>19 Loss Due to Vacancy and Credit _____</p> <p>20 <b>EFFECTIVE ANNUAL INCOME</b> (Line 18 Minus Line 19) _____</p>	<p>21 Heating/Air Conditioning _____</p> <p>22 Electricity _____</p> <p>23 Other Utilities _____</p> <p>24 Payroll (Except management) _____</p> <p>25 Supplies _____</p> <p>26 Management _____</p> <p>27 Insurance _____</p> <p>28 Common Area Maintenance _____</p> <p>29 Leasing Fees / Commissions / Advertising _____</p> <p>30 Legal and Accounting _____</p> <p>31 Elevator Maintenance _____</p> <p>32 Tenant Improvements _____</p> <p>33 General Repairs _____</p> <p>34 Other (Specify) _____</p> <p>35 Other (Specify) _____</p> <p>36 Other (Specify) _____</p> <p>37 Security _____</p> <p>38 <b>TOTAL EXPENSES</b> (Add Lines 21 Through 37) _____</p> <p>39 <b>NET OPERATING INCOME</b> (Line 20 Minus Line 38) _____</p> <p>40 Capital Expenses _____</p> <p>41 Real Estate Taxes _____</p> <p>42 Mortgage Payment (Principal and Interest) _____</p>
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# VERIFICATION OF PURCHASE PRICE

PURCHASE PRICE \$ \_\_\_\_\_ DATE OF PURCHASE \_\_\_\_\_  
 DATE OF LAST APPRAISAL \_\_\_\_\_ APPRAISED VALUE \_\_\_\_\_  
 DOWN PAYMENT \$ \_\_\_\_\_

(Check One)	
FIXED	VARIABLE

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

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 \_\_\_\_\_

**RETURN TO THE ASSESSOR ON OR BEFORE JUNE 3, 2019**