



John L J. Gelati  
Chief Assessor

# TOWN OF HAMDEN

OFFICE OF THE ASSESSOR

## INCOME AND EXPENSE ANNUAL REPORT

Hamden Government Center  
2750 Dixwell Ave  
Hamden, CT 06518  
Tel: (203) 287-7128  
Fax: (203) 287-7125

MBLU#:  
Location:

Dear Property Owner:

The Assessor's Office is required by law to revalue all property within the Town of Hamden every five (5) years. 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 file this form annually. This year's filing of income and expense data is for the 2018 calendar year.

Any information related to the actual rental and rental-related income and operating expenses is confidential and shall not be a public record nor subject to the provisions of Connecticut General Statute 1-210 (Freedom of Information Act).

**If you are 100% owner occupied** and no consideration is transacted between the business entity and the real estate entity, please fill in the top portion of page 1, questions 1 through 9 and the section below the signature line, sign and return the documents **no later than June 1, 2019**.

Each summary page should reflect information for a single property for the calendar year indicated on the form. If you own more than one rental property, a separate report must be filed for each property located in this jurisdiction.

Although not required, we suggest sending this report Certified Mail, Return Receipt Requested, or deliver it in person. **Faxed or emailed copies will not be accepted**, the original is required. **It should be clearly understood that if the attached report is not completed and submitted to the Assessor's Office by June 1, 2019, it will result in a 10% penalty being applied to your assessment per CGS 12-63c d.**

A thirty day extension may be granted, however your request must be filed on or before **April 30th, 2019**. Please put in writing your reason for needing the extension and make sure it is at the Assessor's Office by April 30th. We will notify you via regular mail of your extension.

All individuals and businesses receiving this form should complete and submit this form to the Assessor's Office. If you have questions concerning these forms or the information required, please call the Assessor's Office at 203-287-7128.

Additional forms are on the [WWW.Hamden.com/assessor](http://WWW.Hamden.com/assessor) website.

**THIS FORM MUST BE SUBMITTED TO THE ASSESSOR ON OR BEFORE June 1, 2019 TO AVOID A 10% PENALTY**  
**\*Submission means this form is physically in the Assessor's office by 4:30 on June 1, 2019**  
**faxes, emails and postmarks WILL NOT BE ACCEPTED.**

## *Income and Expense Form Glossary*

**Owner:** Title holder of property, to include closely related entity such as corporation, LLC, LP or other entity closely related to property owner.

**Gross Building Area:** Total building area

**Net Leasable Area:** Total building area less common areas

**Owner Occupied Area:** Area occupied by owner not including common area

**Type of space:** Retail, office, medical office, warehouse, job shop, pharmacy, industrial

**Type of Lease:** Net lease, Ground lease, Gross lease, Percentage lease etc. The terms in place with a tenant to receive rent and reimbursement for property expenses.

**Esc/Escalation:** Is there an escalation of rent as part of the terms of the leases?

**Base Rent:** The amount of rent before escalation, common area maintenance fees, utilities or any other pass through expenses you received from the tenant. Excludes percentage rent or overage rent.

**CAM:** Common Area Maintenance expenses on the property that you are reimbursed for by the tenant.

**Other Income:** Any other income you receive from the property such as the rental of parking spaces, air space, cellular towers, billboards etc.

**Potential Income:** The amount of revenue the property has the ability to generate prior to any vacancy or loss due to collection.

**Vacancy & Collection Loss:** The amount of revenue lost due to lack of occupancy or payment by a tenant.

**Effective Annual Income:** Is the amount of revenue the property generates after vacancy and collection expenses are reduced from the potential gross income.

**Net Operating Income:** Is the amount of revenue generated by the property after vacancy, collection loss and expenses are deducted from the potential gross income. Taxes and mortgage payments are not included in this calculation.

# Town of Hamden

## Annual Income and Expense Report

### Commercial/Industrial

Hamden Government Center  
2750 Dixwell Ave  
Hamden, CT 06518  
Tel: (203) 287-7128

PID: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED TO THE ASSESSOR ON OR BEFORE June 1, 2019 TO AVOID A 10% PENALTY \*Submission means this form is physically in the assessor's office by 4:30pm on June 1, 2019, faxes, emails and postmarks WILL NOT BE ACCEPTED.**

<b>Property Address:</b>	<b>Mailing Address:</b>
<b>Owner:</b>	<b>City/State/Zip:</b>
1. Primary Property Use: Apartment _____ Office _____ Retail _____ Industrial _____ Mixed Use _____ Other _____	
2. Gross Building Area _____ sq. ft. (include owner occupied space)	6. Number of Units _____
3. Net Leasable Area _____ sq. ft.	7. Number of Parking Spaces _____
4. Owner Occupied Area _____ sq. ft.	8. Actual Year Built _____
5. Common Area _____ sq. ft.	9. Year Remodeled _____

INCOME - 2018		EXPENSES - 2018	
10. Apartment Rentals (sched. A)	\$	22. Advertising	\$
11. Office Rentals (sched. B)	\$	23. Cleaning and Maintenance	\$
12. Retail Rentals (sched. B)	\$	24. Commissions/Leasing Fees	\$
13. Industrial Rentals (sched. B)	\$	25. Insurance	\$
14. Mixed Use Rentals (sched. B)	\$	26. Legal & Other Prof. Fees	\$
15. Other Rentals (sched. B)	\$	27. Management Fees	\$
16. Parking Rentals	\$	28. Repairs	\$
17. Common Area Maintenance (CAM)	\$	29. Supplies	\$
18. Other Property Income	\$	30. Utilities	\$
<b>19. Total Potential Income</b> <i>Add lines 10 to 18</i>	\$	31. Security	\$
20. Loss due to Vacancy/Credit	\$	32. Other (Specify)	\$
<b>21. Effective Annual Income</b> <i>Subtract line 20 from line 19</i>	\$	33. Other (Specify)	\$
<b>Sale or Mortgage Verification</b>		<b>34. Total Expenses</b>	\$
Complete if sold, listed for sale, or mortgaged since 1-1-2018		<i>Add lines 22 to 33</i>	
Purchase Price \$ _____ Date of Purchase _____		35. Capital Expenses	\$
Approximate vacancy rate at date of sale _____%		36. Mortgage Paid to Banks	\$
Was the sale between related parties? Yes ___ No ___		37. Other Interest	\$
First Mortgage \$ _____ Int. Rate ___% ___years Other		38. Depreciation	\$
Financing \$ _____ Int. Rate ___% ___years		39. Real Estate Taxes	\$
Asking Price \$ _____ Date Listed _____			

I do hereby declare under penalties of false statement that the foregoing information and that reflected on the attached schedule(s) is, according to the best of my knowledge, remembrance and belief, a complete and true statement of all income and expense.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name/Title \_\_\_\_\_

Telephone: \_\_\_\_\_

The above identified property is: 100% Owner Occupied \_\_\_\_\_ 100% Leased to a related person, corporation or business entity \_\_\_\_\_

