



ASSESSOR'S OFFICE
174 Main Street • Deep River, CT 06417

Dear Deep River Property Owner:

In order to assess your real property fairly and equitably, information regarding the income and expenses 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 2017 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 operation 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 Ten Percent (10%) increase in the assessed value of such property.

Each year, the Town of Deep River penalizes a number of property owners who fail to respond to our request for a completed Income and Expense Report. The number of people penalized each year is very small and we have no desire to penalize anyone. 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 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 first." Thus, if you intend to seek an extension beyond the June 1, 2018 filing deadline, you must request the extension, in writing, by May 1, 2018. Also, please be advised that filed Income and Expense Reports are subject to audit by the assessor or designee of the assessor and the incomplete or false forms shall be subject to the 10% penalty under the statute. We need your help in this process. We will grant extensions to anyone who asks for one in writing, but if you intend to ask for an extension, you must ask for your extension, **in writing**, by May 1, 2018, and no extension request may go beyond July 1, 2018. 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 860-526-6029 for help in completing your Income and Expense Report.

Please return the completed form to the Office of the Assessor by June 1, 2018. If you have any questions concerning these forms or the information required, please call the Assessor's Office at 860-526-6029.

Sincerely,

Robin L. O'Loughlin

Robin L. O'Loughlin, CCMA
Town Assessor

RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2018

/Encl.



ASSESSOR'S OFFICE
174 Main Street • Deep River, CT 06417

RETURN BY JUNE 1, 2018 TO:

OFFICE OF ASSESSOR
Town Hall
174 Main Street
Deep River, CT 06417
TEL#: 860-526-6029/FAX # 860-526-6023

Calendar Year 2017 Annual Income and Expense Report

Please do not disregard this notice, this document will affect your tax liability

FILING INSTRUCTIONS: Please do not confuse this document with the Personal Property Declaration you may file each autumn, this is a separate item, which must be filed in addition to the Personal Property Declaration. 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 and is not open to public inspection. Any information related to the actual rental and operating expenses shall not be 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 the completed form to the Deep River Assessor's Office on or before June 1, 2018. 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 Ten Percent (10%) increase in the assessed value of such property. If you intend to ask for an extension, you must ask for your extension, in writing, by May 1, 2017, and no extension request may go beyond July 1, 2018. All properties who do not file will be penalized. If you wish to change the mailing address above, include a separate, written request notifying us of your new mailing address and your desire to change your mailing address.

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 2017.** 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. PARKING: Indicate number of parking spaces and annual rent for each tenant, include spaces or areas leased or rented to a tenant as a concession. SPACES RENTED TWICE: Those rented for daylight hours to one tenant and evening hours to another should be reported under each tenant's name. OPTION PROVISIONS/BASE RENT INCREASE: Indicate the percentage or increment and time period. INTERIOR FINISH: Indicate whether ownership of owner or tenant and the cost. Please complete VERIFICATION OF PURCHASE PRICE information. We recommend that you keep a copy of your completed report for your file.

WHO SHOULD FILE: All individuals and businesses receiving this form must respond and should complete and return this form to the Assessor's Office. If you believe that you are not required to file this form, please indicate the reasons for this belief in writing to the address listed above. All properties that are rented or leased, including commercial, retail, industrial and residential properties, must complete this form. If a property is partially rented and partially owner-occupied this report must be filed.

OWNER-OCCUPIED PROPERTIES: If your property is 100% owner-occupied, YOU MUST STILL RESPOND, you must report only those income and expense items associated with occupancy of the building and land. Income and expense relating to your business should not be included. 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 the number listed above for help.

HOW TO FILE: Each page should reflect information for a single property for the year of **2017**. If you own more than one rental property, a separate, complete report must be filed for each property in Deep River. Income Schedule A must be filed for Apartments, Schedule B must be filed for all other rental properties. A computer print-out is acceptable for Schedules A and B, providing all the required information is provided.

RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2018

SCHEDULE A - 2017 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								
Subtotal								
Garage/Parking								
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

SCHEDULE B - 2017 LESSEE RENT SCHEDULE

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

[illegible]

2017 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. Retail
2. Gross Building Area (Including Owner-Occupied Space) _____ Sq. Ft.
3. Net Leasable Area _____ Sq. Ft.
4. Owner-Occupied Area _____ Sq. Ft.
5. No. of Units _____

- D. Mixed Use E. Shopping Center F. Industrial G. Other _____
6. Number of Parking Spaces _____
7. Actual Year Built _____
8. Year Remodeled _____

INCOME - 2017

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 - 2017

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. Other (Specify) _____
33. Other (Specify) _____
34. Other (Specify) _____
35. Other (Specify) _____
36. Other (Specify) _____
37. Security _____
38. **TOTAL EXPENSES** (Add Lines 21 Through 37) _____
39. **NET OPERATING INCOME** (Line 20 Minus Line 38) _____
40. Capital Expenses _____
41. Real Estate Taxes _____
42. Mortgage Payment (Principle and Interest) _____

Signature Required on Last Page

VERIFICATION OF PURCHASE PRICE/ SIGNATURE SHEET

(Complete purchase section if the property was acquired on or after January 1, 2007)

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

(Check One)	
Fixed	Variable

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.) _____

-----Signature Section-----

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 1, 2018 TO AVOID THE 10% PENALTY