



## **2023 Annual Income and Expense Report**

Dear Property Owner:

**Please read the following letter in its entirety:**

In order to assess your real property fairly and equitably, income and expense information related to your property is essential. Please complete the included forms and if necessary provide operating statements for the time period of January 1 to December 31, 2023. In accordance with Connecticut General Statute 12-63c(d), any owner of rental real property who fails to submit this information 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.

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).

All owners receiving this letter are **required to file** an Income and Expense report by June 1, 2024 unless you are an owner occupier of a residential property with less than 6 units. **If you are an owner DO NOT ignore this, indicate owner occupied, sign, date & return the report by the due date to avoid the 10% penalty.**

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 Wilton.

Please go to [www.wiltonct.org](http://www.wiltonct.org) and visit the Assessor's Office webpage to obtain a blank 2023 Income & Expense Report.

If you are sending the report by mail, we suggest using a service that will guarantee its delivery by June 1, 2024, or deliver it in person. Faxed copies will not be accepted, emailed copies will be accepted but must be received by 11:59pm on June 1, 2024.

**This means that if the form is not completed correctly\*\* and date stamped at the Assessor's Office by **June 1, 2024**, a ten percent (10%) assessment penalty will be applied to your account. \*\*Please note that correctly indicates that attachments as replacements for filing out the form will NOT be accepted, and that the form must be filed out in its entirety, failure to do so will result in a 10% assessment penalty.**

A thirty day extension may be granted if request is filed on or before **June 1st**. Please submit your reason for the extension in writing and you will be notified of your request via regular mail or fax.

For questions concerning this report, please call the Assessor's Office at 203-563-0121.

Sincerely,

Assessor's Office

# VERIFICATION OF PURCHASE PRICE

(Complete if the property was acquired on or after January 1, 2023 )

PURCHASE PRICE \$ \_\_\_\_\_ DOWN PAYMENT \$ \_\_\_\_\_ DATE OF PURCHASE \_\_\_\_\_

			(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	

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, 2024***

## 2023 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State/ Zip: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Type: \_\_\_\_\_

UID: \_\_\_\_\_

- |   |              |           |           |                             |                    |               |                |
|---|--------------|-----------|-----------|-----------------------------|--------------------|---------------|----------------|
| 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.   | 6. Number of Parking Spaces | _____              | _____         | _____          |
| 3. Net Leasable Area                                    | _____        | _____     | Sq. Ft.   | 7. Actual Year Built        | _____              | _____         | _____          |
| 4. Owner-Occupied Area                                  | _____        | _____     | Sq. Ft.   | 8. Year Remodeled           | _____              | _____         | _____          |
| 5. No. of Units   | _____        | _____     | _____     |                             |                    |               |                |

### INCOME - 2023

- |  |       |
|--|-------|
| 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. <b>TOTAL POTENTIAL INCOME</b> (Add Line 9 Through Line 17) | _____ |
| 19. Loss Due to Vacancy and Credit                             | _____ |
| 20. <b>EFFECTIVE ANNUAL INCOME</b> (Line 18 Minus Line 19)     | _____ |

### EXPENSES - 2023

- |   |       |
|---|-------|
| 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. <b>TOTAL EXPENSES</b> (Add Lines 21 Through 35)     | _____ |
| 37. <b>NET OPERATING INCOME</b> (Line 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 / TITLE (print) \_\_\_\_\_

DATE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

*Return to the Assessor on or Before **June 1, 2024***

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## SCHEDULE A - 2023 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
 ☐ Garbage Disposal  
☐ Electricity
 ☐ Furnished Unit  
☐ Other Utilities
 ☐ Security  
☐ Air Conditioning
 ☐ Pool  
☐ Tennis Courts
 ☐ Dishwasher  
☐ Stove/Refrigerator  
☐ Other Specify \_\_\_\_\_

**SCHEDULE B - 2023 LESSEE RENT SCHEDULE**

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

[illegible]

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