



2022
ANNUAL INCOME AND EXPENSE REPORT
TOWN OF WINDSOR LOCKS

Return to:
Windsor Locks Assessor's Office
50 Church St.
Windsor Locks, CT 06096
860-627-1448

Unique ID

Property Location

The Assessor's Office is required by law to revalue all property within the Town of Windsor Locks every five years. 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 owners of income generating property to annually file the enclosed forms. The information filed and furnished with this report will remain confidential in accordance with Section 12-63c(b), which provides that actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section 1-210 (Freedom of Information).

Please complete the enclosed forms and return them to this office before close of business June 1, 2023. In accordance with Connecticut General Statute Section 12-63c(d), any owner of rental real property who fails to file this form by June 1, 2023, or files an incomplete or false form with intent to mislead the Assessor, shall be subject to a penalty assessment equal to **a ten percent (10%) increase in the assessed value of such property.**

GENERAL INSTRUCTIONS & DEFINITIONS: Please complete this form for all rented or leased apartment, commercial, retail, industrial or combination property. Identify the property address and provide annual information for the calendar year 2022.

TYPE/USE OF LEASED SPACE: Indicate the type of use the leased space is being utilized for (i.e., office, retail, warehouse, restaurant, garage, etc.)

ESCALATION: Amount, in dollars, of adjustments 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 percentage 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).

WHO SHOULD FILE - All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. 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 four 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.

HOW TO FILE - Each summary page should reflect information for a single property for the calendar year 2022. If you own more than one rental property in the Town of Windsor Locks, a separate report must be filed for each property. An income and expense report summary page and the appropriate income schedule must be completed for each rental property. Forms can be submitted via email to ASSESSOR@WLOCKS.COM.

ALL PROPERTY OWNERS MUST SIGN & RETURN THIS FORM TO THE ASSESSOR'S OFFICE BEFORE CLOSE OF BUSINESS JUNE 1, 2023. OR BE SUBJECT TO THE TEN PERCENT (10%) PENALTY.

IF YOUR PROPERTY IS 100% OWNER OCCUPIED, OR 100% LEASED TO A RELATED CORPORATION, FAMILY MEMBER OR OTHER RELATED ENTITY, PLEASE INDICATE BY CHECKING THE FOLLOWING BOX: ☐

VERIFICATION OF PURCHASE PRICE

(Complete if the property was acquired on or after January 1, 2022)

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
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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.) _____

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, 2023

2022 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner: _____

Mailing Address: _____

City / State/ Zip: _____

Property Address: _____

Unique ID: _____

- | | | | | | | | |
|---|--------------|-----------|-----------|-----------------------------|--------------------|---------------|----------------|
| 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 - 2022

- | | |
|--|-------|
| 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 - 2022

- | | |
|---|-------|
| 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 (Line 20 Minus Line 36) | _____ |
| 38. Capital Expenses | _____ |
| 39. Real Estate Taxes | _____ |
| 40. Mortgage Payment (Principal and Interest) | _____ |
| 41. Depreciation | _____ |
| 42. Amortization | _____ |

Return to the Assessor on or Before June 1, 2023

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SCHEDULE A - 2022 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
☐ Tennis Courts
 ☐ Dishwasher
☐ Stove/Refrigerator
☐ Other Specify _____

SCHEDULE B - 2022 LESSEE RENT SCHEDULE

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

[illegible]

COPY AND ATTACH IF ADDITIONAL PAGES ARE NEEDED