



TOWN OF PUTNAM

ASSESSOR'S OFFICE
200 SCHOOL STREET
PUTNAM CONNECTICUT 06260
PHONE 860-963-6800
ASSESSOR@PUTNAMCT.US

2023 ANNUAL INCOME AND EXPENSE FORM

Connecticut General Statutes Section 12-63c requires owners of rental property to annually file the enclosed income and expense forms. Any information related to the actual rental and rental-related income and operating expenses shall not be a public record and is not subject to the disclosure provisions of Connecticut General Statute Section 1-210 (Freedom of Information Act). If you do not believe you are required to file this form, please contact our office immediately.

Common Questions:

What is the due date to submit this form? The deadline to submit the income and expense form is June 1, 2024. A penalty assessment equal to a **ten percent (10%) increase in the assessed value of such property** will be applied to the October 1, 2024 Grand List if the form is not returned, is incomplete, or is returned late.

Who is required to submit this form? Owners of all properties which are rented or leased, including commercial, retail, industrial, and residential.

What information must be provided? Annual income and expenses for calendar year 2023 related to the referenced property, along with supplemental information such as square footage, names of commercial tenants, property use, etc.

Do I provide expenses the owner paid, or the tenant paid? The annual amount of owner paid expenses are reported on page 1, while the type of tenant paid expenses are reported on page 2.

If I own more than one rental property, can I combine the income and expenses onto one form? No. A form must be filled out for each property.

Can I provide this information in a different format? Yes, any format is acceptable, such as a profit and loss statement for calendar year 2023, so long as all of the required information is provided.

Where do I submit the form? You can submit via mail, email, or in person. Contact information is at the top of this page.

What if my property is owner occupied? If the property is 100% owner occupied, or 100% leased to a related party, corporation, or family member, please sign and date on page 1, and indicate 100% owner occupancy by checking the following box:

What if my property is partially owner occupied? The form still needs to be filled out in its entirety unless the property is used for residential purposes and contains less than six dwelling units.

Can I request an extension of time to file? Pursuant to CGS 12-63c, upon determination that there is good cause, the Assessor may grant an extension of not more than 30 days to submit such information, if the owner of such property files a request for an extension with the Assessor not later than May 1st.

**ALL PROPERTY OWNERS MUST SIGN & RETURN THIS FORM TO THE PUTNAM ASSESSOR'S OFFICE ON OR BEFORE
JUNE 1, 2024 OR BE SUBJECT TO THE TEN PERCENT (10%) PENALTY.**

2023 ANNUAL INCOME AND EXPENSE FORM – RETURN ON OR BEFORE JUNE 1, 2024 TO AVOID 10% PENALTY

Owner: _____ Property Address: _____
 Mailing Address: _____ Unique ID: _____
 City / State / Zip: _____ EMAIL: _____

INCOME 2023 (ANNUAL AMOUNT)

1. Apartment Rental _____
2. Office Rentals _____
3. Retail Rentals _____
4. Mixed Rentals _____
5. Industrial Rentals _____
6. Parking Rentals _____
7. Other Rentals _____
8. Other Property Income _____
9. **TOTAL POTENTIAL INCOME** (add lines 1-8) _____
10. Loss Due to Vacancy and Credit _____
11. **EFFECTIVE ANNUAL INCOME** (subtract line 10 from 9) _____

I do hereby declare under penalties of false statement that the information provided herein, 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.

Signature: _____
 Date: _____
 Printed Name: _____

EXPENSES 2023 (ANNUAL AMOUNT)

12. Heating/Air Conditioning _____
13. Electricity _____
14. Other Utilities _____
15. Payroll (Except management) _____
16. Supplies _____
17. Management _____
18. Insurance _____
19. Common Area Maintenance _____
20. Leasing Fees/Commissions/Advertising _____
21. Legal and Accounting _____
22. Maintenance _____
23. General Repairs _____
24. Security _____
25. Other (Specify) _____
26. Other (Specify) _____
27. Other (Specify) _____
28. **TOTAL EXPENSES** (add lines 12-27) _____
29. **NET OPERATING INCOME** (subtract line 28 from 11) _____
30. Capital Expenses _____
31. Real Estate Taxes _____
32. Mortgage Payment _____
33. Depreciation _____
34. Amortization _____

Apartment/Residential Rent

BUILDING FEATURES INCLUDED IN RENT
(Circle all that apply.)

- Heat Garbage Disposal
- Electricity Furnished Unit
- Other Utilities Security
- Air Conditioning Pool
- Stove/Refrigerator Dishwasher
- Other (specify) _____

	No. of Units		Room Count		Unit Size Sq. Ft.	Monthly Rent		Typical Lease Term
	Total	Rented	Beds	Baths		Per Unit	Total	
Efficiency								
1 Bedroom								
2 Bedrooms								
3 Bedrooms								
4 Bedrooms								
Owner/Manager/Janitor occupied								
Garage/Parking								
Other Income (specify)								
Total								

Complete the section below for all other rental activities except apartment/residential rental.

Lessee Rent

Name of Tenant	Unit #	Type / Use / Description	Lease Term			Annual Rent			Type of Property Expenses and Utilities Paid by Tenant
			Start Date	End Date	Leased Sq. Ft.	Base Rent	Esc/Cam/Overage	Total Rent	
TOTAL									

Primary Property Use (Circle One): Apartment Office Retail Mixed Use Shopping Center Industrial Other

Gross Building Area: _____
 Net Leasable Area: _____
 Owner-Occupied Area: _____
 No. of Units: _____
 Number of Parking Spaces: _____

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: _____
Second mortgage: \$ _____ Interest rate: _____% Payment schedule term: _____
Other: \$ _____ Interest rate: _____% Payment schedule term: _____

Did the purchase price include a payment for: Furniture? \$ _____ Equipment? \$ _____ Other (specify) \$ _____

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 _____

Is the 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.) _____