



TOWN OF PUTNAM

ASSESSOR'S OFFICE
200 SCHOOL STREET
PUTNAM CONNECTICUT 06260
PHONE 860-963-6800 EXT 171
ASSESSOR@PUTNAMCT.US

2025 ANNUAL INCOME AND EXPENSE FORM

Connecticut General Statutes Section 12-63c requires owners of rental property to complete and submit the enclosed income and expense forms to the Assessor's Office. Any information related to the 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.

The deadline to submit the income and expense form is June 1, 2026. A penalty assessment equal to a **ten percent (10%) increase in the assessed value of the property** will be applied if the form is not returned or is incomplete.

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

What information must be provided? Annual income and expenses for calendar year 2025 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 expenses paid by the owner of the property 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 2025, 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 exclusively 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, 2026 OR BE SUBJECT TO THE TEN PERCENT (10%) PENALTY.**

2025 ANNUAL INCOME AND EXPENSE FORM – RETURN ON OR BEFORE JUNE 1, 2026 TO AVOID 10% PENALTY

Owner: _____
 Property Address: _____
 City / State/ Zip: _____

Property Address: _____
 Unique ID: _____
 Email: _____

INCOME 2025 (ANNUAL AMOUNT)

- 1. Apartment Rentals _____
- 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) _____

EXPENSES 2025 (ANNUAL AMOUNT)

- 12. Heating/Air Conditioning _____
- 13. Electricity _____
- 14. Other Utilities _____
- 15. Payroll _____
- 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 _____

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: _____

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: _____

Apartment/Residential Rent

	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								

**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) _____

Lessee Rent

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

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	Rent Per Sq. Ft.	
TOTAL										

VERIFICATION OF PURCHASE PRICE

(Complete if the property was acquired on or after *January 1, 2024*)

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.) _____

RETURN TO THE ASSESSOR PRIOR TO JUNE 1, 2026 TO AVOID A 10% PENALTY