The Assessor’s Office is preparing for the next revaluation of all real property located in Watertown. In order to assess your real property fairly and equitably, information regarding the property income and expenses is required. Section §12-63c of the Connecticut General Statutes requires all owners of rental real property to annually file this report. The information filed and furnished with this report will remain confidential in accordance with §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 and return the completed form to the Watertown Assessor’s Office on or before June 1, 2024. 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 mislead the Assessor, shall be subject to a penalty equal to Ten Percent (10%) of 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 and address and provide Annual information for the Calendar Year 2023.

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).

A COMPUTER PRINT-OUT IS ACCEPTABLE AS LONG AS ALL THE REQUIRED INFORMATION IS PROVIDED.
**VERIFICATION OF PURCHASE PRICE**  
(Complete if the property was acquired on or after January 1, 2023)

**PURCHASE PRICE** $____________________  
**DOWN PAYMENT** $____________________  
**DATE OF PURCHASE** ___________________

<table>
<thead>
<tr>
<th><strong>FIRST MORTGAGE</strong></th>
<th><strong>INTEREST RATE</strong></th>
<th><strong>PAYMENT SCHEDULE TERM</strong></th>
<th><strong>YEARS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$__________________</td>
<td>________________</td>
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<tr>
<th><strong>SECOND MORTGAGE</strong></th>
<th><strong>INTEREST RATE</strong></th>
<th><strong>PAYMENT SCHEDULE TERM</strong></th>
<th><strong>YEARS</strong></th>
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<td>$__________________</td>
<td>________________</td>
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<tr>
<th><strong>OTHER</strong></th>
<th><strong>INTEREST RATE</strong></th>
<th><strong>PAYMENT SCHEDULE TERM</strong></th>
<th><strong>YEARS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$____________________</td>
<td>________________</td>
<td>---------------------------</td>
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</tr>
</tbody>
</table>

**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**

**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: Property Address: 
City / State/ Zip: 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.
4. Owner-Occupied Area _______________ Sq. Ft.
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. 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 - 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. 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 ____________________

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 512-63c (d) of the Connecticut General Statutes).

SIGNATURE 

NAME / TITLE (print) 

DATE ______________     TELEPHONE ______________________

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

**SCHEDULE A - 2023 APARTMENT RENT SCHEDULE**

Complete this Section for Apartment Rental activity only.

<table>
<thead>
<tr>
<th>UNIT TYPE</th>
<th>NO. OF UNITS</th>
<th>ROOM COUNT</th>
<th>UNIT SIZE SQ. FT</th>
<th>MONTHLY RENT PER UNIT</th>
<th>TOTAL LEASE TERM</th>
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</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>RENTED</td>
<td>ROOMS</td>
<td>BATHS</td>
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<tr>
<td>EFFICIENCY</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Bedroom</td>
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<tr>
<td>2 Bedroom</td>
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<tr>
<td>3 Bedroom</td>
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<td>4 Bedroom</td>
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</tr>
<tr>
<td>OTHER RENTABLE UNITS</td>
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<tr>
<td>OWNER/MANAGER/JANITOR OCCUPIED</td>
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<tr>
<td>SUBTOTAL</td>
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<td></td>
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<tr>
<td>GARAGE/PARKING</td>
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<tr>
<td>OTHER INCOME (SPECIFY)</td>
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<tr>
<td>TOTALS</td>
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</table>

**SCHEDULE B - 2023 LESSEE RENT SCHEDULE**

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

<table>
<thead>
<tr>
<th>NAME OF TENANT</th>
<th>LOCATION OF LEASED SPACE</th>
<th>TYPE/USE OF LEASED SPACE</th>
<th>LEASE TERM</th>
<th>ANNUAL RENT</th>
<th>PROPERTY EXPENSES &amp; UTILITIES PAID BY TENANT</th>
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<tbody>
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<td>ANNUAL RENT</td>
<td>PROPERTY EXPENSES &amp; UTILITIES PAID BY TENANT</td>
</tr>
</tbody>
</table>

**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 _____________________

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