



# CITY OF WATERBURY

## 2023

### ANNUAL INCOME AND EXPENSE REPORT

RETURN TO:  
ASSESSOR'S OFFICE  
CITY OF WATERBURY  
235 GRAND STREET  
WATERBURY, CT 06702

TEL: (203) 574-6821  
FAX: (203) 574-6992

**FILING INSTRUCTIONS.** The Assessor's Office is preparing for a revaluation of all real property located in Waterbury. In order to assess your real property equitably, information regarding the property income and expenses is required. Connecticut General Statutes 12-63c requires all owners of rental real property to annually file this report. **The information filed and furnished with this report will remain confidential and is not open to public inspection.** Any information related to the actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes.

**Please complete and return the completed form to the Waterbury 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 defraud, shall be subject to a penalty assessment equal to a **Ten Percent (10%) increase in the assessed value of such property.** In accordance with the CGS, Sec 12-63b, as amended, upon determination that there is good cause, the assessor may grant an extension of not more than thirty days to file such information, if the owner of such property files a request for an extension with the assessor not later than June First.

**GENERAL INSTRUCTIONS.** Complete this form for all rented or leased commercial, retail, industrial or combination property. Identify the property and address. **Provide Annual information for the calendar year 2023.** **ESC/CAM/OVERAGE:** (Check if applicable). **ESCALATION:** Amount, in dollars, of adjustment 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 for the common area property. **OVERAGE:** Additional fee of rental income. You may attach to the completed form, a copy of your 2023 Federal Income Tax Returns, Schedule E (Form 1040) Supplemental Income and Expenses and/or Form 8825, Rental Real Estate Income and Expenses of a Partnership, an S Corporation or Limited Liability Company (LLC) with the Form K-1 attached. You need not provide other tax schedules not related to the rental activity. Complete VERIFICATION OF PURCHASE PRICE information.

**WHO SHOULD FILE.** All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. All properties that are rented or leased, including commercial, retail, industrial and residential properties, except "*such property used for residential purposes, containing not more than six 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.

If you have any questions, please call (203) 574-6821.

**OWNER OCCUPIED PROPERTIES.** If your property is 100% owner-occupied you still must return this form. However, please report only the income or expense items associated with occupancy of the building and land. Income and expense relating to your business should not be reported.

**HOW TO FILE.** Each summary page should reflect information for a single property for the year 2023. If you own more than one rental property, **a separate report/form must be filed for each property in this jurisdiction.** An income and expense report summary page and the appropriate income schedule must be completed for each rental property. Schedule A must be filed for apartment rental property and Schedule B must be filed for all other rental properties. A computer printout is acceptable for Schedules A and B, providing all the required information is provided.

**RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2024**

# 2023 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 (if different from front) \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

Property Location \_\_\_\_\_  
 Map/Blk/Lot \_\_\_\_\_

**1 Primary Property Use (Check One)**

Apartment   
  Office   
  Retail   
  Mixed Use   
  Shopping Ctr.   
  Industrial   
  Other \_\_\_\_\_

2 Gross Building Area \_\_\_\_\_ Sq. Ft.      6 Number of Parking Spaces \_\_\_\_\_  
 (Including Owner-Occupied Space)  
 3 Net Leasable Area \_\_\_\_\_ Sq. Ft.      7 Actual Year Built \_\_\_\_\_  
 4 Owner-Occupied Area \_\_\_\_\_ Sq. Ft.      8 Year Remodeled \_\_\_\_\_  
 5 Number Of Units \_\_\_\_\_      9 # of Heating Systems \_\_\_\_\_

**INCOME**

**EXPENSES**

9 Apartment Rentals (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)

21 Heating/Air Conditioning \_\_\_\_\_  
 22 Electricity \_\_\_\_\_  
 23 Other Utilities \_\_\_\_\_  
 24 Payroll (Except management) \_\_\_\_\_  
 25 Supplies \_\_\_\_\_  
 26 Management \_\_\_\_\_  
 27 Insurance \_\_\_\_\_  
 28 Common Area Maintenance \_\_\_\_\_  
 29 Leasing Fees / Commissions / Advertising \_\_\_\_\_  
 30 Legal and Accounting \_\_\_\_\_  
 31 Elevator Maintenance \_\_\_\_\_  
 32 Tenant Improvements \_\_\_\_\_  
 33 General Repairs \_\_\_\_\_  
 34 Other (Specify) \_\_\_\_\_  
 35 Other (Specify) \_\_\_\_\_  
 36 Other (Specify) \_\_\_\_\_  
 37 Security \_\_\_\_\_  
**38 TOTAL EXPENSES (Add Lines 21 Through 37)** \_\_\_\_\_  
**39 NET OPERATING INCOME (Line 20 Minus Line 38)** \_\_\_\_\_  
 40 Capital Expenses \_\_\_\_\_  
 41 Real Estate Taxes \_\_\_\_\_  
 42 Mortgage Payment (Principle and Interest) \_\_\_\_\_

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# VERIFICATION OF PURCHASE PRICE

PURCHASE PRICE \$ \_\_\_\_\_ DOWN PAYMENT \$ \_\_\_\_\_ DATE OF PURCHASE \_\_\_\_\_  
 % OCCUPANCY AT TIME OF SALE \_\_\_\_\_  
 DATE OF LAST APPRAISAL \_\_\_\_\_ APPRAISAL FIRM \_\_\_\_\_ APPRAISED VALUE \_\_\_\_\_

(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  
 CHATTEL MORTGAGE \$ \_\_\_\_\_ INTEREST RATE \_\_\_\_\_% PAYMENT SCHEDULE TERM \_\_\_\_\_ YEARS

DID THE PURCHASE PRICE INCLUDE A PAYMENT FOR: FURNITURE? \$ \_\_\_\_\_ (Value) EQUIPMENT? \_\_\_\_\_ (Value) OTHER (Specify) \$ \_\_\_\_\_ (Value)

HAS THE PROPERTY BEEN LISTED FOR SALE SINCE YOUR PURCHASE? (Check 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 \_\_\_\_\_ E-MAIL \_\_\_\_\_

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