



TOWN OF ROCKY HILL, CONNECTICUT

Stuart W. Topliff
Assessor
Town of Rocky Hill
761 Old Main Street
Rocky Hill, CT 06067
Telephone: (860) 258-2722
Fax: (860) 258-2708

February 11, 2013

Owner Name: _____

Mailing Address: _____

Property Location: _____ Map/Lot/Unit: _____

Dear Property Owner:

The Assessor's Office is required by law to revalue all property in the Town of Rocky Hill every five years. The Town is beginning the revaluation of all property for the October 1, 2013 Grand List. 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 §12-63c* requires all owners of rental property to annually file the enclosed 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 provisions of *Connecticut General Statutes §1-210* (Freedom of Information Act).

Please complete the enclosed forms and return them to this office on or before **Friday, May 31, 2013**. In accordance with *Connecticut General Statutes §12-63c(d)*, **any owner of rental 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.** Upon determination of good cause, a 30 day extension may be granted. Extension requests must be filed with the assessor's office, in writing, no later than May 1, 2013.

I am more interested in receiving a completed return from you than I am in applying the 10% penalty for failure to file. You may substitute **IRS Forms 2012 SE or 2012 8825** in lieu of filling out the attached form.

If you have any questions concerning these forms or the information required, please call our office at (860)258-2722.

Thank you for your cooperation,

Stuart Topliff
Assessor

PLEASE AVOID 10% PENALTY



ROCKY HILL
2012
ANNUAL INCOME
AND
EXPENSE REPORT

RETURN TO:

ASSESSOR
Town of Rocky Hill
761 Old Main Street
Rocky Hill, CT 06067
TEL • (860) 258-2722

Owner Name: _____

Mailing Address: _____

Property Location: _____ Map/Lot/Unit: _____

FILING INSTRUCTIONS. In order to assess your real property equitably, information regarding the property income and expenses is required. Connecticut General Statute 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 Rocky Hill Assessor's Office on or before Friday, May 31, 2013. In accordance with Section 12-63c (d), of the Connecticut General Statutes, as amended, *any owner of 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.** *Any form returned incomplete will be mailed back and subject to the 10 percent penalty if not completed.* You may substitute **IRS Forms 2012 SE or 2012 8825** in lieu of filling out the attached form.

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 2012.** You must also provide a rent roll. **ESC/CAM/OVERAGE:** (Circle 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 from the common area property. **OVERAGE:** Additional fee or rental income. This is usually based on a percent of sales or income. **PARKING:** Indicate number of parking spaces and annual rent for each tenant, include spaces or areas leased or rented to a tenant as a concession. **SPACES RENTED TWICE:** Those rented for daylight hours to one tenant and evening hours to another should be reported under each tenant's name. **OPTION PROVISIONS/BASE RENT INCREASE:** Indicate the percentage or increment and time period. **INTERIOR FINISH:** Indicate whether ownership of owner or tenant and the cost. 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 which 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 (860) 258-2722.

OWNER-OCCUPIED PROPERTIES. If your property is 100% owner-occupied, please report only the income and expense items associated with occupancy of the building and land. Income and expense relating to your business should not be included. Indicate on the form that the property is owner-occupied.

HOW TO FILE. Each summary page should reflect information for a single property for the year of 2012. **If you own more than one 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. **Income 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 FRIDAY, MAY 31, 2013
Please return all pages of this form

SCHEDULE A - 2012 APARTMENT RENT SCHEDULE

Complete this Section for Apartment Rental activity only.

UNIT TYPE	NO. OF UNITS		ROOM COUNT		UNIT SIZE	MONTHLY RENT		TYPICAL
	TOTAL	RENTED	ROOMS	BATHS	SQ. FT.	PER UNIT	TOTAL	LEASE TERM
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
- Electricity
- Other Utilities
- Air Conditioning
- Tennis Courts
- Stove/Refrigerator
- Garbage Disposal
- Furnished Unit
- Security
- Pool
- Dishwasher
- Other Specify _____

SCHEDULE B - 2012 LESSEE RENT SCHEDULE

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

NAME OF TENANT	LOCATION OF SPACE	LEASE TERM			ANNUAL RENT						PARKING		Interior Finish			
		START	END	SQ. FT.	BASE RENT	BASE YR OF LEASE	UTILITY CONTRIBUTION	ESC/CAM/OVERAGE	TOTAL RENT	TOTAL PER SQ FT	NO SPACES	ANNUAL RENT	OWN	TEN.	COST	
TOTAL																

Copy and Attach If Additional Pages are Needed (**Schedule B must list all tenants**)

PLEASE ATTACH A COPY OF YOUR RENT ROLL

2012 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner _____
Mailing Address _____
City / State/ Zip _____

Property Name _____
Property Address _____
Parcel Id _____ (Fill in from the Front Instruction Page)

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 - 2012

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. Reimbursement Income _____
19. Utility Contributions _____
20. **TOTAL POTENTIAL INCOME** _____
21. Loss Due to Vacancy and Credit _____
22. **EFFECTIVE ANNUAL INCOME** (Line 20 minus Line 21) _____
23. Portion of Line 18 from Real estate taxes (if any) _____
24. Effective Income Net of Tax reimbursements _____
(Line 22 minus Line 23)

EXPENSES - 2012

25. Heating/Air Conditioning _____
26. Electricity _____
27. Other Utilities _____
28. Payroll (Except management, repair & decorating) _____
29. Supplies _____
30. Management _____
31. Insurance _____
32. Common Area Maintenance _____
33. Leasing Fees/Commissions/Advertising _____
34. Legal and Accounting _____
35. Elevator Maintenance _____
36. General Repairs _____
37. Other (Specify) _____
38. Other (Specify) _____
39. Other (Specify) _____
40. Other (Specify) _____
41. Security _____
42. **TOTAL EXPENSES** (Add Lines 25 Through 41) _____
43. **NET OPERATING INCOME** (Line 22 Minus Line 42) _____
44. Capital Expenses _____
45. Real Estate Taxes _____
46. Mortgage Payment (Principle and Interest) _____

RETURN TO THE ASSESSOR ON OR BEFORE FRIDAY, MAY 31, 2013

VERIFICATION OF PURCHASE PRICE

PURCHASE PRICE \$ _____ DOWN PAYMENT \$ _____ DATE OF PURCHASE _____

Date of Last Appraisal _____ Appraisal Firm _____ Appraised Value _____

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

(Check One)	
Fixed	Variable

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? (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 FRIDAY, MAY 31, 2013

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