



## City of Stamford, Connecticut

2008

### Annual Income and Expense Report

**FILING INSTRUCTIONS** – Connecticut General Statutes 12-63c requires all owners of rental real property to annually file this report. In order to fairly assess your real property, information regarding the property income and expenses is required. **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 Stamford Assessor's Office on or before June 1<sup>st</sup>, 2009.** 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.

**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 2008.** **TYPE/USE OF LEASED SPACE:** Indicate use the leased space is being utilized for (i.e., office, retail, warehouse restaurant, garage, etc.). **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. **PROPERTY EXPENSES & UTILITIES PAID BY TENANT:** Indicate the property expenses and utilities the tenant is responsible for. Abbreviations may be used (i.e., "RE" for real estate taxes & "E" for electricity). **VERIFICATION OF PURCHASE PRICE** must be completed if the property was acquired on or after January 1, 2008.

**WHO SHOULD FILE** – All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. If you believe that you are not required to fill out this form, please call the number listed below to discuss your special situation. 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 property is partially rented and partially owner-occupied, this report **must** be filed.

**HOW TO FILE** – Each summary page should reflect information for a single property for the 2008 calendar year. 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. Income Schedule A must be filed for apartment rental property and Schedule B must be filed for all other properties. **All property owners must sign & return the forms to the Stamford Assessor's Office on or before June 1<sup>st</sup>, 2009 to avoid a Ten Percent (10%) penalty.**

**A COMPUTER PRINT-OUT IS ACCEPTABLE AS LONG AS THE REQUIRED INFORMATION IS PROVIDED.**

#### **RETURN TO:**

OFFICE OF THE ASSESSOR  
888 Washington Boulevard  
P.O. Box 10152  
Stamford CT 06904-2152

(203) 977-4674 Mili Millan  
(203) 977-4017 Ron Benyus  
(203) 977-4022 Bill Jessa

**RETURN TO THE ASSESSOR ON OR BEFORE June 1<sup>st</sup>, 2009**