



TOWN OF STONINGTON

Annual Income and Expense Report

Return to:

Town of Stonington
Assessor's Office
152 Elm St
Stonington CT 06378
Tel: (860) 535-5098
Email: assessor@stonington-ct.gov

April 15, 2024

Property Owner Name: _____
Property Owner Mailing Address: _____

Property Location: _____
Parcel Id: _____

FILING INSTRUCTIONS - Under current law, the Assessor's Office is required to reassess all real property in this municipality for the October 1, 2027 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, Section 12-63c requires 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 disclosure provisions of Connecticut General Statute Section 1-210 (Freedom of Information Act).

Please complete the enclosed forms and return them to this office on or before JUNE 3RD. In accordance with Connecticut General Statute Section 12-63c(d), any owner of primarily rental real property who fails to file this form by June 3, 2024, or files an incomplete or false form with intent to defraud, shall be subject to a one-year penalty assessment equal to a ten percent (10%) increase in the assessed value of such property. 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 June 3rd.

GENERAL INSTRUCTIONS - Each summary page should reflect information for a single property for the year of 2023. If you own more than one auto related 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 property.

Complete this form for all rented or leased auto related property. Identify the property and address. **Provide Annual information for the Calendar Year 2023.** **TYPE/USE OF LEASE SPACE:** Indicate what the leased space is being utilized for (i.e.: dealership, gas station, auto repair, auto retail etc.). **OVERAGE:** Additional fee or rental income. This is usually based on a percent of sales or income. **OPERATING EXPENSES PAID BY LANDLORD OR TENANT:** Indicate the property expenses & utilities that either the landlord or the tenant is responsible for.

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 above to discuss your special situation. All auto related properties which are rented or leased must complete this form. **If a property is partially owner-occupied, this report must still be filed.**

IF YOUR PROPERTY IS 100% OWNER OCCUPIED, OR 100% LEASED TO A RELATED CORPORATION, BUSINESS FAMILY MEMBER OR OTHER RELATED ENTITY, PLEASE INDICATE BY CHECKING THE FOLLOWING BOX: ☐

THE ENCLOSED FORMS MUST SIGNED & RETURNED TO THE STONINGTON ASSESSMENT DEPT (FILINGS CAN BE BY EMAIL, MAIL, COURIER SERVICE, HAND DELIVERY TO THE ASSESSOR'S OFFICE OR PLACED IN THE DROP BOX TO THE LEFT OF THE FRONT DOOR OF TOWN HALL) ON OR BEFORE JUNE 3, 2024 OR BE SUBJECT TO THE TEN PERCENT (10%) PENALTY. A RESPONSE IS REQUIRED.

Town of Stonington Assessment Department

152 Elm St., Stonington, CT 06378

Phone: 860-535-5098 – Email: assessor@stonington-ct.gov

AUTOMOBILE – RELATED COMMERCIAL PROPERTIES

Income and Expense Survey for Calendar Year 2023

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.

Due on or before JUNE 3, 2024

Owner Name _____

Property Address _____

Form Preparer/Position _____

Telephone Number/Email _____

Type of Business

- | | |
|--|--|
| <input type="checkbox"/> New Car Dealership (Full Service) | <input type="checkbox"/> Gasoline Service Station & Repair |
| <input type="checkbox"/> Used Car Dealership (Full Service) | <input type="checkbox"/> Gasoline Service Station & Retail |
| <input type="checkbox"/> Used Car Dealership (Limited Service) | <input type="checkbox"/> Auto Repair |

Tenant Information

Name Phone

MM/DD/YEAR - MM/DD/YEAR

Lease Term

Total Leased Building Area	_____ Sq. Ft.
Finished (office, showroom, retail)	_____ Sq. Ft.
Service/shop	_____ Sq. Ft.
Warehouse/storage	_____ Sq. Ft.
Apartment	_____ Sq. Ft.
Other	_____ Sq. Ft.

Is total land area of property address included in lease?
If not, how much is included?

Yes ☐ No ☐
_____ Sq. Ft.

Annual base rent for 2023 \$ _____

Additional rent (% , overage, etc.) in 2023 \$ _____

Apartment rent for 2023 \$ _____

Other Income for 2023 \$ _____

Total Rental Income for 2023 \$ _____

Operating Expenses paid by:

Tenant

Landlord

Accounting & Legal	\$ _____	\$ _____
Cleaning & Maintenance	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Management Fees	\$ _____	\$ _____
Payroll	\$ _____	\$ _____
Repairs & Maintenance	\$ _____	\$ _____
Reserves	\$ _____	\$ _____
Security	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Tenant Improvements	\$ _____	\$ _____
Trash & Snow Removal	\$ _____	\$ _____
Utilities	\$ _____	\$ _____

Fixed Operating Charges paid by:

Tenant

Landlord

Personal Property Taxes	\$ _____	\$ _____
Real Estate Taxes	\$ _____	\$ _____
Capital Expenses	\$ _____	\$ _____

Total Operating Expenses \$ _____ \$ _____**Net Operating Income (Total Rent less Total Landlord Expenses):** \$ _____

For additional comments and/or information (original lease term, escalation rates, renewal options, purchase option, etc.), please attach a separate page.

_____/_____
Signature/Position Date

_____/_____/_____
Name (print) Telephone Email