



Town of Vernon Assessor's Office

8 Park Place, Vernon, CT 06066  
 Tel: (860) 870-3625  
 Fax: (860) 870-3586  
 E-mail: [dwheeler@vernon-ct.gov](mailto:dwheeler@vernon-ct.gov)

**Multi-Family Property**  
 (Five or more units)

**Income and Expense Survey for Calendar Year 2019**

Information provided is CONFIDENTIAL, in accordance with Connecticut Law  
Please submit prior to June 1st, 2020 to avoid a 10% Assessment Penalty

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Form Preparer/Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Gross Building Area (GBA): \_\_\_\_\_ square feet

Rentable Floor Area: \_\_\_\_\_ square feet

Parking Available: \_\_\_\_\_ (number of spaces)

<u>Apartment Configuration and Typical Lease Terms</u>				
Unit Configuration	Number of Units:		Area (Sq. Ft.)	Typical Rent/Month
	Furnished	Unfurnished		
Efficiency/studio	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$
Total Rooms/BRs/Baths:				
/ / /	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$
/ / /	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$
/ / /	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$
/ / /	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$
/ / /	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$
/ / /	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$
/ / /	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$
/ / /	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$

**Potential Annual Gross Income**

Apartment Rent at 100% (including employees' apartment(s)) x 12 months = \$ \_\_\_\_\_

Other Income (laundry, vending, etc.) \$ \_\_\_\_\_

**Gross Potential Annual Income** \$ \_\_\_\_\_

Indicate which of the following items are included in the rent:

Water & Sewer       Electricity       Cable TV       Heat

Refrigerator       Stove/Range       Dishwasher

Other (explain): \_\_\_\_\_

Annual vacancy for 2019: \_\_\_\_\_ %      Current # units vacant: \_\_\_\_\_



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(Multi-family Property Cont'd.)

Vacancy and Collection Loss (annualized): \$

Effective Gross Income (Potential less vacancy) \$

Annual Operating Expenses

Fixed Expenses

Real Estate Taxes \$

Personal Property Taxes \$

Property Insurance \$

Variable Expenses

Repairs and Maintenance \$

Reserves \$

Utilities \$

Security \$

Administrative Costs \$

Management Fee \$

Services \$

Other (explain) \$

Total Operating Expenses: \$

Net Operating Income: \$

Please include your Income Summary, rent roll & typical lease.

Yes No

Do any of the figures include capital expenditures or extraordinary costs which vary from typical operating expenses? If yes, please explain on a separate page and attach any other comments or information which may be helpful in understanding the nature of your property and applicable lease(s).

Signature/Position Date