



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

**Office Property
 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 (if applicable) _____
 Property Address _____
 Form Preparer/Position _____
 Telephone Number _____

<u>General Description Information</u> (Please check applicable category and complete the related questions.)			
Property is totally owner-occupied	<input type="checkbox"/>	Occupied Area	_____ Sq. Ft.
Property is owner-occupied with tenants	<input type="checkbox"/>	Total Building Area	_____ Sq. Ft.
		Owner-occupied Area	_____ Sq. Ft.
		Tenant-occupied Area	_____ Sq. Ft.
Property is fully leased	<input type="checkbox"/>	Gross Leaseable Area ¹ (GLA)	_____ Sq. Ft.
		Gross Building Area	_____ Sq. Ft.
Property is:		Total Building Area	_____ Sq. Ft.
Vacant	<input type="checkbox"/>	Asking/List Price	\$ _____
Available for Sale	<input type="checkbox"/>	Asking Rent	\$ _____
Available for Rent	<input type="checkbox"/>	Please describe:	
Holding for Future Use	<input type="checkbox"/>		
Parking Available: _____ (number of spaces)			

Annual Operating Receipts

Base Rental Income – minimum \$ _____
 Furnished Unfurnished

Additional Rental Incomes – overages \$ _____
 Total Rent \$ _____

Other Income (Reimbursements for Tenants)

Common Area Charges \$ _____

Property Tax Reimbursement \$ _____

Insurance Reimbursement \$ _____

Utility Charge Reimbursement \$ _____

Total Operating Receipts \$ _____

Vacancy & Collection Loss (annualized): \$ _____

1 Total floor area designed for tenants' exclusive use for which tenants pay rent and which produces income.

