



*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)

**Mixed-use/Commercial Property**

(Retail Including Restaurants, Office and/or Residential)

**Income and Expense Survey for Calendar Year 2020**

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.

**Please submit prior to June 1st, 2021 to avoid a 10% Assessment Penalty**

Property Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Form Preparer/Position: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**General Data**

Net Rentable Office Area \_\_\_\_\_ square feet  
Net Rentable Retail Area \_\_\_\_\_ square feet  
Net Rentable Other Area \_\_\_\_\_ square feet  
Total Net Rentable Area \_\_\_\_\_ square feet  
Parking Available \_\_\_\_\_ (number of spaces)

Check all the categories below which fit your property's use:

☐ Retail                      ☐ Residential                      ☐ Other: \_\_\_\_\_  
☐ Office                      ☐ Restaurant

How many tenants hold space in the following areas:

Office area: \_\_\_\_\_ Retail area: \_\_\_\_\_ Other area: \_\_\_\_\_

**Potential 2020 Annual Gross Income**

Office	\$ _____
Retail	\$ _____
Other	\$ _____
Parking Income	\$ _____
Miscellaneous Income	\$ _____
<b>Gross Retail Income (Total)</b>	<b>\$ _____</b>
Vacancy & Collection Loss (annualized)	\$ _____
<b>Effective Gross Income</b>	<b>\$ _____</b>



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(Mixed-use Property Cont'd.)

**Annual 2020 Operating Expenses**

		Paid by Landlord	Pass-through to Tenants
<b>Fixed Expenses</b>			
Real Estate Taxes	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Personal Property Taxes	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Building Insurance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Variable Expenses</b>			
Cleaning <sup>1</sup>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Repairs and maintenance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Roads/Grounds/Security <sup>2</sup>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Utilities <sup>3</sup>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Administrative <sup>4</sup>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leasing Expense</b>			
Advertising/Promotional	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Commissions	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Professional Fees	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Tenant Alterations	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Tenant Buy-outs	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Tenant Leasing Costs	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Total Operating Expenses	\$ _____		
Net Operating Income	\$ _____		

Please include copies of your year-end Income Summary, rent roll & typical lease, and attach comments or other information on a separate page.

\_\_\_\_\_/\_\_\_\_\_  
Signature/Position Date

- 1 Includes payroll and related expenses, contrac services, supplies and trash removal.
- 2 Payroll and related expenses, contract service, other roads and grounds expenses.
- 3 Electriciy, gas, fuel oil, water and sewer.
- 4 Payroll and related expenses, management fees, professional fees, general office and other administrative expenses.