



*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)

Date:

*PROPERTY OWNER  
MALING/STREET ADDRESS  
CITY, STATE ZIP CODE*

*RE: PROPERTY LOCATION  
MAP/BLOCK/LOT  
ACCOUNT NO. XXXXXX*

Dear Property Owner:

It has come to our attention that a portion of the above cited property (*Fill in roof, land steeple, smokestack, etc*) is being used or will be used as a location for cellular or digital personal communication equipment. In order to assess your real property fairly and equitably, income and expense related to this use is essential. Section 12-63c, as amended by P.A. 97-254, of the Connecticut General Statutes requires owners of rental property to provide income and expense information. Please provide the \_\_\_\_\_ Assessor's Office with the following information:

- Name & Address of Lessee;
- Description of the leased premises;
- Beginning & Ending Dates of Initial Lease Term;
- Options terms, if any, to extend lease;
- Annual Rent, including rent escalations & other income during lease term; and,
- Annual expenses incurred, if any, in association with the lease. If all expenses are passed through to the lessee please state this.

In lieu of providing the above information, the property owner may supply a complete signed copy of the lease regarding the portion of the property being used as a location for the telecommunication equipment.



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Page 2

*Any information related to the actual rental and rental related income and operation expenses shall not be a public record and is not subject to the provisions of Section §-210 (Freedom of Information) of the Connecticut General Statutes.*

*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 Ten Percent (10%)** increase in the assessed value of such property.*

**Please send the completed information to the Vernon Assessor's Office by December 1<sup>st</sup>, 2021.** If you have any questions, please do not hesitate to contact me. Thank you for your anticipated cooperation.

Sincerely

David A. Wheeler  
Assessor