

TOWN OF PLAINFIELD
OFFICE OF THE ASSESSOR
8 COMMUNITY AVENUE
PLAINFIELD, CT 06374

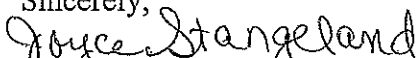
Dear Property Owner:

The Assessor's office is required by law to revalue all property in this municipality every five years. In order to assess your real property fairly and equitably, information concerning the related income and expense is essential. Section 12-63c of the Connecticut General Statutes requires all owners of rental property to file, upon the assessor's request, the enclosed forms for calendar years prior to the next revaluation (2017). All information filed and furnished with this report will remain confidential and not open to public inspection, unless the Freedom of Information laws are amended. 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 PROVISIONS OF SECTIONS 1-19 (FOI) OF THE CONNECTICUT GENERAL STATUTES (CGS).

Please complete the enclosed forms and return them to this office on or before June 1, 2017. It is very important that if, for whatever reason, you feel you are exempt from this filing, you contact me **as soon as possible**, and in any case, before June 1. In accordance with section 12-63c (d) of CGS, 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 a **ten percent increase** in the assessed value of such property.

If you have questions concerning the forms or information required, please call me at (860) 230-3008 between 8:30 AM and 4:30 PM Monday through Friday.

Sincerely,


Joyce Stangeland, CCMA II
Assessor

2016 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner _____

Mailing Address _____

City/State/Zip _____

	A. Apartment	B. Office	C. Retail	D. Mixed Use	E. Shopping Center	F. Industrial	G. Other
1. Primary Property Use (Circle One)	_____	_____	_____	_____	_____	_____	_____
2. Gross Building Area (Including Owner-Occupied Space)	_____	_____	_____	Sq. Ft. _____	6. Number of Parking Spaces _____	_____	_____
3. Net Leasable Area	_____	_____	_____	Sq. Ft. _____	7. Actual Year Built _____	_____	_____
4. Owner-Occupied Area	_____	_____	_____	Sq. Ft. _____	8. Year Remodeled _____	_____	_____
5. No. of Units	_____	_____	_____	_____	_____	_____	_____

INCOME - 2016 (Fill in from Instruction page)

- 9. Apartment Rental (From Schedule A) _____
- 10. Office Rentals (From Schedule B) _____
- 11. Retail Rentals (From Schedule B) _____
- 12. Mixed Rentals (From Schedule B) _____
- 13. Shopping Center Rentals (From Schedule B) _____
- 14. Industrial Rentals (From Schedule B) _____
- 15. Other Rentals (From Schedule B) _____
- 16. Parking Rentals _____
- 17. Other Property Income _____
- 18. **TOTAL POTENTIAL INCOME** (Add Line 9 Through Line 17) _____
- 19. Loss Due to Vacancy and Credit _____
- 20. **EFFECTIVE ANNUAL INCOME** (Line 18 Minus Line 19) _____

EXPENSES - 2016

- 21. Heating/Air Conditioning _____
- 22. Electricity _____
- 23. Other Utilities _____
- 24. Payroll (Except management, repair & decorating) _____
- 25. Supplies _____
- 26. Management _____
- 27. Insurance _____
- 28. Common Area Maintenance _____
- 29. Leasing Fees/Commissions/Advertising _____
- 30. Legal and Accounting _____
- 31. Elevator Maintenance _____
- 32. Security _____
- 33. Other (Specify) _____
- 34. Other (Specify) _____
- 35. Other (Specify) _____
- 36. **TOTAL EXPENSES** (Add Lines 21 Through 35) _____
- 37. **NET OPERATING INCOME** (Line 20 Minus Line 36) _____
- 38. Capital Expenses _____
- 39. Real Estate Taxes _____
- 40. Mortgage Payment (Principal and Interest) _____
- 41. Depreciation _____

Signature _____ Date _____ Tel: _____

Name (Print) _____

RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2017 TO AVOID THE 10% PENALTY

VERIFICATION OF PURCHASE PRICE

PURCHASE PRICE \$ _____

DOWN PAYMENT \$ _____

DATE OF PURCHASE _____

FIRST MORTGAGE	\$ _____	INTEREST RATE	_____	% PAYMENT SCHEDULE TERM	_____	YEARS	(Check One) <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Fixed</td> <td style="padding: 2px;">Variable</td> </tr> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> </tr> </table>	Fixed	Variable		
Fixed	Variable										
SECOND MORTGAGE	\$ _____	INTEREST RATE	_____	% PAYMENT SCHEDULE TERM	_____	YEARS					
OTHER	\$ _____	INTEREST RATE	_____	% PAYMENT SCHEDULE TERM	_____	YEARS					

DID THE PURCHASE PRICE INCLUDE A PAYMENT FOR: Furniture? \$ _____ Equipment? \$ _____ Other(Specify) \$ _____

WAS THE SALE BETWEEN RELATED PARTIES? (CIRCLE ONE): YES NO APPROXIMATE VACANCY AT DATE OF PURCHASE _____ %

PROPERTY CURRENTLY LISTED FOR SALE? (CIRCLE ONE): YES NO

PROPERTY CURRENTLY LISTED FOR SALE? (CIRCLE ONE): YES NO

IF YES, LIST THE ASKING PRICE: \$ _____ DATE LISTED: _____ BROKER: _____

Remarks -- Please explain any special circumstances or reasons concerning your purchase (i.e vacancy, conditions of sale, etc.): _____

I DO HEREBY DECLARE UNDER PENALTIES OF FALSE STATEMENT THAT THE FOREGOING INFORMATION, ACCORDING TO THE BEST OF MY KNOWLEDGE, REMEMBRANCE AND BELIEF, IS A COMPLETE AND TRUE STATEMENT OF ALL THE INCOME AND EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY (Section 12-63c (d) of the Connecticut General Statutes).

SIGNATURE _____	NAME (Print) _____
TITLE _____	TELEPHONE _____
	DATE _____