The Assessor’s Office is preparing for the next revaluation of all real property located in Bridgeport. In order to assess your real property fairly and equitably, information regarding the property income and expenses is required. Section §12-63c of the Connecticut General Statutes requires all owners of rental real property to annually file this report. The information filed and furnished with this report will remain confidential in accordance with §12-63c(b), which provides that actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section §1-210 (Freedom of Information).

Please complete and return the completed form to the Bridgeport Assessor’s Office on or before June 1, 2019. 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 mislead the Assessor, shall be subject to a penalty equal to Ten Percent (10%) of the assessed value of such property.

**GENERAL INSTRUCTIONS & DEFINITIONS** – Please complete this form for all rented or leased apartment, commercial, retail, industrial or combination property. Identify the property and address and provide Annual information for the Calendar Year 2018.

**TYPE/USE OF LEASED SPACE:**
Indicate the type of use the leased space is being utilized for (i.e., office, retail, warehouse, restaurant, garage, etc.).

**ESC/CAM/OVERAGE:**
- **ESCALATION**: Amount, in dollars, of adjustment to base rent either pre-set or tied to the Inflation Index.
- **CAM**: Income received from common area charges to tenant for common area maintenance, or other income received from the common area property.
- **OVERAGE**: Additional fee or rental income. This is usually based on a percent of sales or income.

**PROPERTY EXPENSES & UTILITIES PAID BY TENANT:** Indicate the property expenses & utilities the tenant is responsible for. Abbreviations may be used (i.e., “RE” for real estate taxes & “E” for electricity).

**VERIFICATION OF PURCHASE PRICE:** Must be completed if the property was acquired on or after January 1, 2018.

**WHO SHOULD FILE:** All individuals and businesses receiving this form should complete and return this form to the Assessor’s Office. If you believe that you are not required to fill out this form, please call the number listed above to discuss your special situation. All properties which are rented or leased, including commercial, retail, industrial and residential properties, except “such property used for residential purposes, containing not more than six dwelling units and in which the owner resides”, must complete this form. If a property is partially rented and partially owner-occupied this report must be filed.

**HOW TO FILE:** Each summary page should reflect information for a single property for the calendar year 2018. If you own more than one rental property in the City of Bridgeport, a separate report/form must be filed for each property. An income and expense report summary page and the appropriate income schedule must be completed for each rental property. Income Schedule A must be filed for apartment rental property and Schedule B must be filed for all other rental properties. All property owners must sign & return this form to the Bridgeport Assessor’s Office on or before June 1, 2019 to avoid a Ten Percent (10%) penalty.

A COMPUTER PRINT-OUT IS ACCEPTABLE AS LONG AS ALL THE REQUIRED INFORMATION IS PROVIDED.

**OWNER-OCCUPIED PROPERTIES** IF YOUR PROPERTY IS 100% OWNER-OCCUPIED WITH NO REAL ESTATE RELATED INCOME, PLEASE INDICATE BY CHECKING THE FOLLOWING BOX INCOME AND EXPENSE RELATING TO YOUR BUSINESS ENTERPRISE SHOULD NOT BE INCLUDED IN THIS FORM.
VERIFICATION OF PURCHASE PRICE
(Complete if the property was acquired on or after January 1, 2018)

PURCHASE PRICE $____________________
DOWN PAYMENT $____________________
DATE OF PURCHASE ___________________

FIRST MORTGAGE $______________
INTEREST RATE __________%
PAYMENT SCHEDULE TERM _________YEARS

SECOND MORTGAGE $______________
INTEREST RATE __________%
PAYMENT SCHEDULE TERM _________YEARS

OTHER $______________
INTEREST RATE __________%
PAYMENT SCHEDULE TERM _________YEARS

DID THE PURCHASE PRICE INCLUDE A PAYMENT FOR:
Furniture? $______________
VALUE

EQUIPMENT? $______________
VALUE

OTHER (SPECIFY) $______________
VALUE

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

WAS AN APPRAISAL USED IN THE PURCHASE OR FINANCING? (CIRCLE ONE): YES NO
APPRAISED VALUE /NAME OF APPRAISER ______________________________________

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.)
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Return to the Assessor on or Before June 1, 2019
**2018 ANNUAL INCOME AND EXPENSE REPORT SUMMARY**

**Owner:**

**Mailing Address:**

**Property Address:**

**City / State/ Zip:**

**Unique ID:**

1. Primary Property Use (Circle One)  
   A. Apartment  
   B. Office  
   C. Retail  
   D. Mixed Use  
   E. Shopping Center  
   F. Industrial  
   G. Other ______________

2. Gross Building Area (Including Owner-Occupied Space) ______________ Sq. Ft.


4. Owner-Occupied Area ______________ Sq. Ft.

5. No. of Units ______________

### INCOME - 2018

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 - 2018

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 ______________

42. Amortization ______________

---

**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 / TITLE (print)**

______________________________

**DATE**

__________________ **TELEPHONE** __________________

---

*Return to the Assessor on or Before June 1, 2019*
# SCHEDULE A - 2018 APARTMENT RENT SCHEDULE

**Complete this Section for Apartment Rental activity only.**

<table>
<thead>
<tr>
<th>UNIT TYPE</th>
<th>NO. OF UNITS</th>
<th>ROOM COUNT</th>
<th>UNIT SIZE SQ. FT</th>
<th>MONTHLY RENT</th>
<th>TYPICAL LEASE TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>RENTED ROOMS BATHS</td>
<td>PER UNIT TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Efficiency**

1 Bedroom

2 Bedroom

3 Bedroom

4 Bedroom

**Other Rentable Units**

**Owner/Manager/Janitor Occupied**

**Subtotal**

**Garage/Parking**

**Other Income (Specify)**

**Totals**

---

# SCHEDULE B - 2018 LESSEE RENT SCHEDULE

**Complete this section for all other rental activities except apartment rental.**

<table>
<thead>
<tr>
<th>NAME OF TENANT</th>
<th>LOCATION OF LEASED SPACE</th>
<th>TYPE/USE OF LEASED SPACE</th>
<th>LEASE TERM</th>
<th>ANNUAL RENT</th>
<th>PROPERTY EXPENSES &amp; UTILITIES PAID BY TENANT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>START DATE</td>
<td>END DATE</td>
<td>LEASED SQ. FT. BASE RENT</td>
</tr>
</tbody>
</table>

**Subtotal**

**TOTAL**

---

**Return to the Assessor on or Before June 1, 2019**