



**City of Norwich
2012 Annual
Income and Expense Report**

**RETURN TO:
Office of the Assessor
100 Broadway
Norwich, CT**

**TEL • 860-823-3723
FAX • 860-823-3719**

FILING INSTRUCTIONS

The Assessor's Office is preparing for the revaluation of all real property located in Norwich. In order to fairly assess your real property, information regarding the property income and expenses is required. Connecticut General Statute § 12-63c requires all owners of rental 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 §1-210 (Freedom of Information) of the Connecticut General Statutes.**

Please complete and return the completed form to the Norwich Assessor's Office on or before June 3, 2013.

Forms are available on the City of Norwich website: www.cityofnorwich.org. In accordance with §12-63c(d), of the Connecticut General Statutes, as amended, any owner of rental real property who fails to file this form timely or files an incomplete or false form with intent to defraud, shall be subject to a penalty assessment equal to a Ten Percent (10%) increase in the assessed value of such property.

GENERAL INSTRUCTIONS - Complete these forms for all rented or leased residential, commercial, retail, industrial or combination use property. Identify the property and address. **Provide information for the Calendar Year 2012.**
TYPE/USE OF LEASED SPACE: Indicate use of the leased space (i.e., office, retail, warehouse, restaurant, garage, etc.).
ESC/CAM/OVERAGE: (Circle if applicable) **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, such as from ATMs, Kiosk, and etc.
OVERAGE: Additional fee or rental income. This is usually based on a percentage of sales or income. **OPTION PROVISIONS/BASE RENT INCREASE:** Indicate the percentage or increment and time period. **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 October 1, 2010.

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.

IF YOUR PROPERTY IS 100% OWNER-OCCUPIED, OR 100% LEASED TO A RELATED CORPORATION, BUSINESS, FAMILY MEMBER OR OTHER RELATED ENTITY, PLEASE INDICATE BY CHECKING THE FOLLOWING BOX **Sign+ return the form.**

HOW TO FILE - Each summary page should reflect information for a single property for the year of 2011. If you own more than one rental property, a separate report-form must be filed for each property in this jurisdiction. 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 Assessor's Office on or before June 3, 2013 to avoid the Ten Percent Assessment (10%) penalty.**

Extensions of up to 30 days may be granted upon a written request for "good cause" when such request is received on or before May 1st.

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

RETURN TO THE ASSESSOR ON OR BEFORE JUNE 3, 2013

4/11/2013