

INCOME AND EXPENSE REPORT SUMMARY PAGE

General Instructions

Property for which the report must be filed:

All Real Property used primarily for purposes of producing rental income, exclusive of such property used solely for residential purposes, containing not more than six (6) dwelling units **and** in which the owner resides.

Each Summary Page should reflect information for a single property, for the one-year indicated at the top of the reporting sheet. If you own more than one rental property, you must file a separate report.

How to File:

An Income and Expense Report Summary Page must be completed for all Real Property used primarily for purposes of producing rental income. Schedule A, Apartment Rental Schedule and Verification of Purchase Price, must be completed for apartment rental property. Information on all other rental income property should be listed on Schedule B along with the Verification of Purchase Price.

Under expenses, on the Annual Income and Expense Report Summary Page, list the total amounts of operating expenses on the lines provided. Report under Items 24-40 only those operating expenses necessary to support and maintain the property's income. Report under Items 43-45 operating expenses operating including Capital Expenses, Real Estate Taxes and Mortgage Payment.

This information shall be held confidential. 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 §1-210 (i.e., Freedom of Information) of the Connecticut General Statutes.

DON'T FORGET TO SIGN, DATE AND RETURN COMPLETED FORM BY JUNE 1, 2025 DEADLINE TO AVOID 10% PENALTY.

Income and Expense Instructions for the Report Summary

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| Items 9-16 | Enter potential annual rents for all rental units as if 100% occupied and collected. Schedule A and/or Schedule B must be attached and fully complete. |
| Item 17 | Enter additional income or service income, e.g. washer/dryer, vending machines, machine commissions, parking, clubroom rental, etc. |
| Item 20 | Enter amount of income losses due to vacancy and uncollectable rents. |

- Item 21 Subtract line 20 from line 19.
- Item 24 Enter amount spent for heating and cooling.
- Item 25 Enter amount spent on electricity, electric heat, lights, etc. provided by owner.
- Item 26 Enter other utility expenses provided by owner such as gas, water, sewer charge, fuel, telephone, etc.
- Item 27 Enter salaries and benefits for employees necessary to maintain the property and to provide the operational activities required to keep the property rented.
- Item 28 Enter costs of supplies necessary to the operation of the building.
- Item 29 Enter costs of fees of private, off site management agency.
- Item 30 Annual insurance premium for various items including fire, liability, etc. If insurance premium is for more than one year proration is necessary.
- Item 31 Expenses for common area ground maintenance and parking lot maintenance, etc.
- Item 32 Enter expenses necessary to keep the property operating such as roof repair and repair to water heaters and cooling systems, glass and other normal maintenance expenses generated by physical use of the property. Do not confuse with reserves for replacement.
- Item 33 Enter leasing fees, commissions, advertising costs, etc., incurred in obtaining tenants and building occupants.
- Item 34 Enter fees of lawyer or accountant for services relating to the property (not for business conducted in the building).
- Item 35 Enter expenses incurred for elevator/escalator service and maintenance.
- Item 39 Enter amounts for other services required to operate the facility. Itemize and identify the expenses as need be.
- Item 40 Enter amount of expenses incurred to provide security such as guards, cameras, gates, etc.
- Item 41 Add lines 24-40.
- Item 42 Subtract amount on line 41 from line 23.
- Item 43 Enter costs of major repairs, replacements, remodeling and/or renovation expenses.
- Item 44 Enter Real Estate property tax for the property.
- Item 45 Enter mortgage payments, including principal and interest.