



City of Meriden Office of the Assessor
APARTMENT BUILDING
Income and Expense Survey for Calendar Year 2024

Information provided is CONFIDENTIAL, in accordance with Connecticut General Statutes

Owner of Record: _____

Property Address: _____

Name of Facility: _____ Property ID# _____

Form Preparer/Position: _____

Telephone Number: _____ Email _____

Year of Construction: _____ Total Number of Apartment Units: _____

Type and Number of Units:

Studio _____ 1 Bedroom _____ 2 Bedroom _____ 3 Bedroom _____

Other (Please describe and indicate number) _____

Are any units subject to rent regulation? _____

(if so, please indicate number and type) _____

Please Indicate Appliances Furnished with each Unit:

☐ Refrigerator

☐ Stove

☐ Wall Oven

☐ Microwave

☐ Dishwasher

☐ Garbage Disposal

☐ Washer

☐ Dryer

☐ Other: _____

Air Conditioning:

☐ None

☐ Central Building Unit

☐ Central Apartment Unit

☐ Individual Apartment Unit(s) Provided by Landlord (No. _____)

Utilities: (indicate whether Landlord [L] or Tenant [T] pays)

Gas _____ Electric _____ Water _____ Sewer _____ Cable _____ Internet _____

Are Any Units Furnished? _____ (if yes, specify number) _____

Total Sq. Ft area of basement: _____ Sq. Ft. of Basement Finish: _____

Elevator: Yes _____ No _____

Sprinklers: Yes _____ No _____

Are there any charges to tenants for services not included in the rental rate of an Apartment?

(if yes, please explain

Annual percent vacancy (Avg. over past 3 years): _____ Is This Typical: Yes _____ No _____

(Must be Actual)

Do any of the subsequent income and expense figures for the above stated reporting period differ significantly from the property's normal operating experience: Yes _____ No _____

If yes, please explain: _____

THIS FORM MUST BE SUBMITTED TO THE ASSESSOR ON OR BEFORE May 30, 2025 TO AVOID A 10% PENALTY

***Submission means this form is physically in the Assessor's office by 5:00 on May 30, 2025,
Or postmarked by June 1, 2025. A June 2 postmark will be considered LATE. Page 1 of 5**



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Statement of Income (please read definitions below first)

Gross Rental Income..... the total annual income from the rental of space assuming that all space is 100% Occupied. The fair rental value of an employee's apartment would be included.

Other Income..... the income from services that are corollary to the operation of the real estate. It is income Generated by operation of the real property, but not derived directly from apartment rental. Examples of other income would include income from laundry rooms or income from vending machines.

Unit Type	No. of Units		Room Count		Unit Size	Monthly Rent		Typical
	Total	Rented	Rooms	Baths		Per Unit	Total	Lease Term
Efficiency								
1 Bedroom								
2 Bedroom								
3 Bedroom								
4 Bedroom								
Other Rentable Units								
Owner/ Manager/ Superintendent Occupied								
Total Monthly Rent								
1. Total Gross Annual Rent (Total Monthly x 12)								

Source of Other Income (ie.Laundry, Vending, Parking, etc. Please Describe)	Annual Amount
2. Total Other Income	
3. Total Potential (Annual) Gross Income (1. + 2.)	
4. 2023 Vacancy and Collection Loss	
5. Total Effective Gross Income (Total Potential (Annual) Gross income – Vacancy and Collection loss)	

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Statement of Expenses (please read guidelines below first) - If the expense item is applicable to the operation of the real property, please insert the appropriate amount of the expense. If an expense item is not listed, space is provided under other expense items to insert the type of expense and the amount. The annual expense item must coincide with the same annual period specified for gross income. Please allocate expense items that are not incurred annually into an annual amount.

Annual Operating Expenses

Advertising	_____
Administrative	_____
Cable/internet services	_____
Decorating/Painting	_____
Electric	_____
Exterminating	_____
Gas/Oil	_____
Heat	_____
Insurance	_____
Leasing Commissions	_____
Janitorial/Cleaning	_____
Management	_____
Payroll	_____
Repair and Maint: Building	_____
Repair and Maint: Grounds	_____
Reserves for Replacement (Attach Detail)	_____
Rubbish Removal	_____
Security	_____
Sewer	_____
Snow Removal	_____
Supplies (Office, Cleaning,)	_____
Water	_____
Other (Define) _____	_____
Other (Define) _____	_____

Total Operating Expenses \$ _____

Net Operating Income \$ _____
(Effective Gross Income – Total Operating Expenses)

Real Estate Taxes	_____
Depreciation	_____
Mortgage Interest	_____

Please include a copy of your year-end Income Summary.

Do any of the figures include capital expenditures or extraordinary costs which vary from typical operating expenses? ☐ Yes ☐ No

If yes, explain: _____

Please attach comments or other information on a separate page.

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Verification of Purchase Price

Purchase Price	\$	Down Payment	Date of Purchase		(Check One)
Date of Last Appraisal		Appraisal Firm	Appraised Value		
					Fixed Rate Variable Rate
First Mortgage	\$	Interest Rate %	Payment Schedule Term	Years	
Second Mortgage	\$	Interest Rate %	Payment Schedule Term	Years	
Other	\$	Interest Rate %	Payment Schedule Term	Years	
Chattel Mortgage	\$	Interest Rate %	Payment Schedule Term	Years	

Did the purchase price include payment for furniture and or equipment ? ____ Yes ____ No

Has the property been listed for sale since your purchase? ____ Yes ____ No If, Yes please state Asking Price _____, Date Listed _____, Broker _____

Remarks: Explain special circumstances or reason for your purchase. _____

Signature and Affidavit of Facts

As Required by Section 12-63c (d), of the Connecticut General Statutes, as amended, any owner of rental real property who fails to file this form, 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.

Any form returned incomplete will not be accepted and be subject to the 10 percent penalty. Any form received after June 1, 2025, will have a 10% penalty applied to the October 1, 2024, July 1, 2025 Grand List billing cycle..

I do hereby declare under penalties of false statement that the information provided is 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 _____	Date _____
Name (print) _____	Title _____
_____	Phone _____