

# 2023 CURRENT RENT ROLL – PLEASE COMPLETE OR INCLUDE ATTACHMENT

TENANT/OCCUPANT NAME <u>PLEASE NOTE VACANT SPACE &amp; ASKING RENT FOR VACANT SPACE</u>	LEVEL (BSMT, 1 <sup>ST</sup> , 2 <sup>ND</sup> , ETC)	LEASE TERM			ANNUAL RENT				EXPENSE RESPONSIBILITIES MARK <b>T</b> FOR TENANT, <b>L</b> FOR LANDLORD OR <b>B</b> FOR BOTH				
		START DATE	END DATE	LEASED SQ. FT.	BASE RENT	ESC/CAM/OVERAGE	TOTAL RENT	RENT PER SQ. FT.	UTILITIES	INSUR.	RE TAXES	JANITOR	MAINT/REPAIR
					\$	\$	\$	\$					
					\$	\$	\$	\$					
<b>Totals</b>					\$	\$	\$	\$					

Please indicate current rent concession/specials (such as free rent) and percentage rent clause reflected in rent roll above:

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Current Occupancy: \_\_\_\_\_ % (Occ'd SF :- Total Leasable Bldg SF)

Utilities (Y/N)	Water	Electricity	Gas
Indiv. Meters			
Master Meter			

Typical Escalation (Change): \_\_\_\_\_ % over \$ \_\_\_\_\_ in sales \_\_\_\_\_ Based on CPI? Yes / No  
OR

Typical Escalation (Change): \_\_\_\_\_ % per \_\_\_\_\_ year(s) \_\_\_\_\_ Based on CPI? Yes / No

Typical Tenant Improvement (TI) Allowance for Vacant Space: \$ \_\_\_\_\_ p/sq ft

Please note TI allowance provided (paid) by the Landlord & TI Items provided (paid) by the Tenant:

TENANT	TENANT IMPROVEMENTS (Paid by Landlord)	TENANT IMPROVEMENTS (PAID BY TENANT)	ADD'L RENT PAID FOR TI TO LANDLORD	ADD'L RENT DATES Start End	DOES TI REIMBURSEMENT INCLUDE FINANCE CHARGE?
	\$	\$	\$		Yes / No
	\$	\$	\$		YES / NO

## MORTGAGE TERMS:

1<sup>ST</sup> - AMOUNT \$ \_\_\_\_\_; INTEREST RATE \_\_\_\_\_ % FIXED OR VARIABLE; FOR \_\_\_\_\_ YEARS

2<sup>ND</sup> - AMOUNT \$ \_\_\_\_\_; INTEREST RATE \_\_\_\_\_ % FIXED OR VARIABLE; FOR \_\_\_\_\_ YEARS

OTHER - AMOUNT \$ \_\_\_\_\_; INTEREST RATE \_\_\_\_\_ % FIXED OR VARIABLE; FOR \_\_\_\_\_ YEARS

RETURN TO THE GROTON ASSESSOR'S OFFICE ON OR BEFORE JUNE 1, 2024 TO AVOID 10% PENALTY

# 2023 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Town of Groton  
Assessor's Office  
45 Fort Hill Road  
Groton CT 06340  
[mgardner@groton-ct.gov](mailto:mgardner@groton-ct.gov)

Owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City / State/ Zip \_\_\_\_\_

Property Name \_\_\_\_\_  
Property Address \_\_\_\_\_  
Parcel ID \_\_\_\_\_

- 1. Tenant/Occupant Name \_\_\_\_\_
- 2. Gross Building Area (Including Owner-Occupied Space) \_\_\_\_\_ Sq. Ft.
- 3. Net Leasable Area \_\_\_\_\_ Sq. Ft.
- 4. Owner-Occupied Area \_\_\_\_\_ Sq. Ft.
- 5. No. of Units \_\_\_\_\_

- 6. Number of Parking Spaces \_\_\_\_\_
- 7. Actual Year Built \_\_\_\_\_
- 8. Year Remodeled \_\_\_\_\_

## INCOME – 2023

## EXPENSES - 2023

- 9. Base Rent Potential Income \_\_\_\_\_
- 10. Actual Rent Collected \_\_\_\_\_
- 11. Escalation Income Total \_\_\_\_\_
- 12. CAM Income Total \_\_\_\_\_
- 13. Overage Income Total \_\_\_\_\_
- 14. Parking (Potential Gross) Rentals \_\_\_\_\_
- 15. Billboard/Antenna (Potential Gross) Rental Income \_\_\_\_\_
- 16. Other Property Income \_\_\_\_\_
- 17. Other Property Income \_\_\_\_\_
- 18. Other Property Income \_\_\_\_\_
- 19. TOTAL POTENTIAL INCOME** (Add Line 9 through Line 18) \_\_\_\_\_
- 20. Loss Due to Vacancy and Credit \_\_\_\_\_
- 21. EFFECTIVE ANNUAL INCOME** (Line 19 minus Line 20) \_\_\_\_\_

- Reimbursed Expenses (By Tenant)**
- 22. Management Fee \_\_\_\_\_
  - 23. Franchise Fee \_\_\_\_\_
  - 24. Insurance \_\_\_\_\_
  - 25. Real Estate Taxes \_\_\_\_\_
  - 26. General & Admin \_\_\_\_\_
  - 27. Water/Sewer/Trash \_\_\_\_\_
  - 28. Electricity \_\_\_\_\_
  - 29. Gas \_\_\_\_\_
  - 30. Common Area Maintenance \_\_\_\_\_
- Non-Reimbursed Expenses (Owner)**
- 31. Management Fees \_\_\_\_\_
  - 32. Franchise Fee \_\_\_\_\_
  - 33. Insurance \_\_\_\_\_
  - 34. Real Estate Taxes \_\_\_\_\_
  - 35. General & Admin \_\_\_\_\_
  - 36. Water/Sewer/Trash \_\_\_\_\_
  - 37. Electricity \_\_\_\_\_
  - 38. Gas \_\_\_\_\_
  - 39. Maintenance & Repairs \_\_\_\_\_
  - 40. Replacement Reserves \_\_\_\_\_
  - 41. Capital Expenses \_\_\_\_\_

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 & EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY (Section 12-63c(d) of the Connecticut General Statutes)

SIGNATURE \_\_\_\_\_

NAME/TITLE \_\_\_\_\_

DATE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

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