



# Town of Groton Assessor's Office

## Office Property

### Income and Expense Survey for Calendar Year 2023

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.  
**Due on or before June 1, 2024**

Property Owner \_\_\_\_\_

Property Name (if applicable) \_\_\_\_\_

Property Address / Parcel ID \_\_\_\_\_

Form Preparer/Position \_\_\_\_\_

Telephone Number \_\_\_\_\_

#### General Description Information

(Please check applicable category and complete the related questions.)

Property is totally owner-occupied	<input type="checkbox"/>	Occupied Area	_____ Sq. Ft.
Property is owner-occupied with tenants	<input type="checkbox"/>	Owner-Occupied Area	_____ Sq. Ft.
	<input type="checkbox"/>	Tenant-occupied Area	_____ Sq. Ft.
	<input type="checkbox"/>	Vacant Area	_____ Sq. Ft.
	<input type="checkbox"/>	Total Building Area	_____ Sq. Ft.
Property is fully leased	<input type="checkbox"/>	Gross Leaseable Area <sup>1</sup> (GLA)	_____ Sq. Ft.
		Gross Building Area	_____ Sq. Ft.
Property is:	<input type="checkbox"/>	Vacant Building Area	_____ Sq. Ft.
Available for Sale	<input type="checkbox"/>	Asking/List Price	\$ _____
Available for Rent	<input type="checkbox"/>	Asking Rent	\$ _____
Holding for Future Use	<input type="checkbox"/>		

Please describe:

\_\_\_\_\_

Parking Available: \_\_\_\_\_ (number of spaces)

<sup>1</sup> Total floor area designed for tenants' exclusive use for which tenants pay rent and which produces income

(Office Property Cont'd.)

**Annual Operating Receipts**

Base Rental Income – minimum \$ \_\_\_\_\_  
Furnished  Unfurnished

Additional Rental Incomes – overages \$ \_\_\_\_\_

**Total Rent:** \$ \_\_\_\_\_

**Other Income:**

Common Area Charges \$ \_\_\_\_\_

Miscellaneous Operating Receipts \$ \_\_\_\_\_

**Vacancy & Collection Loss (annualized):** \$ \_\_\_\_\_

**Effective Annual Income** \$ \_\_\_\_\_

NAME OF TENANT	LOCATION OF SPACE BASEMENT, 1 <sup>ST</sup> FLR; 2 <sup>ND</sup> FLR, ETC.	*LEASE TERM			ANNUAL RENT				INTERIOR FINISH		
		*START	*END	*SQ FT	*BASE RENT	*ESC/CAM OVERAGE	*TOTAL	*TOTAL PER/SQ FT	OWNER	TENANT	COST
<b>TOTALS</b>					\$	\$	\$	\$			

**\*Must be filled out or form will be returned as incomplete.**

**Annual Operating Expenses:**

		CAM* Expense	Paid By Landlord	Paid By Tenants
<b><u>Fixed Expenses</u></b>				
Insurance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Property Taxes	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate Taxes	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Variable Expenses</u></b>				
Administrative Expenses	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising/Promotional	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leasing Agent Fees	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Fees	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Lot Maintenance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Services	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair & Maintenance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash Removal	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total Operating Expenses** \$ \_\_\_\_\_

**Net Operating Income** \$ \_\_\_\_\_  
*Effective Annual Income minus Total Operating Expenses*

\_\_\_\_\_/\_\_\_\_\_  
Signature/Position Date

\_\_\_\_\_  
Name (print) Email

\* Common Area Maintenance Costs