

# Town of Easton Assessor's Office

## Mixed-use Property

(Retail Including Restaurants, Office and/or Residential)

## Income and Expense Survey for Calendar Year 2023

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

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

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

### General Data

Net Rentable Office Area \_\_\_\_\_ square feet

Net Rentable Retail Area \_\_\_\_\_ square feet

Net Rentable Other Area \_\_\_\_\_ square feet

Total Net Rentable Area \_\_\_\_\_ square feet

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

Check all the categories below which fit your property's use:

- Retail
- Residential
- Other: \_\_\_\_\_
- Office
- Restaurant

How many tenants hold space in the following areas:

Office area: \_\_\_\_\_ Retail area: \_\_\_\_\_ Other area: \_\_\_\_\_

### Potential Annual Gross Income

Office	\$	_____
Retail	\$	_____
Other	\$	_____
Parking Income	\$	_____
Miscellaneous Income	\$	_____

**Gross Retail Income (Total)** \$ \_\_\_\_\_

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

**Effective Gross Income** \$ \_\_\_\_\_

(Mixed-use Property Cont'd.)

**Annual Operating Expenses**

		Paid by Landlord	Pass-through to Tenants
	Fixed Expenses		
Real Estate Taxes	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Personal Property Taxes	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Building Insurance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
	Variable Expenses		
Cleaning <sup>1</sup>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Repairs and maintenance	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Roads/Grounds/Security <sup>2</sup>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Utilities <sup>3</sup>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Administrative <sup>4</sup>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Leasing Expense			
Advertising/Promotional	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Commissions	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Professional Fees	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Tenant Alterations	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Tenant Buy-outs	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Tenant Leasing Costs	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Total Operating Expenses	\$ _____		
Net Operating Income	\$ _____		

Please include copies of your year-end Income Summary, rent roll & typical lease, and attach comments or other information on a separate page.

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- 1 Includes payroll and related expenses, contrac services, supplies and trash removal.
  - 2 Payroll and related expenses, contract service, other roads and grounds expenses.
  - 3 Electriciy, gas, fuel oil, water and sewer.
  - 4 Payroll and related expenses, management fees, professional fees, general office and other administrative expenses.