



Town of Rocky Hill Assessor's Office

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: Map Block Lot #
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:



**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	Sq. FT.	Per Unit	Total	Lease Term
Efficiency								
1 Bedroom								
2 Bedroom								
3 Bedroom								
4 Bedroom								
Other Rentable Units								
Owner/ Manager/ Superintendent Occupied								
<b>Total Monthly Rent</b>								
<b>1. Total Annual Rent (Total Monthly x 12)</b>								

Source Of Income ( Please Describe)	Annual Amount
<b>2. Total Other Income</b>	
<b>3. Total Potential (Annual) Gross Income (1. + 2.)</b>	
<b>4. Actual Income Collected for Calendar Year 2024</b>	



**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.

**A. General Operating Expenses**

- 1. Insurance (one year) \_\_\_\_\_
- 2. Management \_\_\_\_\_
- 3. Heat \_\_\_\_\_
- 4. General Payroll \_\_\_\_\_
- 5. Water and Sewer \_\_\_\_\_
- 6. Gas (excluding heat) \_\_\_\_\_
- 7. Electric (excluding heat) \_\_\_\_\_

**Total of General Operating Expenses** \_\_\_\_\_

**B. Miscellaneous Operating Expenses**

- 1. Rubbish removal \_\_\_\_\_
- 2. Snow removal \_\_\_\_\_
- 3. Exterminating \_\_\_\_\_
- 4. Security \_\_\_\_\_
- 5. Supplies \_\_\_\_\_
- 6. Cleaning \_\_\_\_\_
- 7. Cable/internet services \_\_\_\_\_

**Total of Miscellaneous Operating Expenses** \_\_\_\_\_

**C. Maintenance Expense Items**

- 1. Painting and decorating \_\_\_\_\_
- 2. Grounds maintenance \_\_\_\_\_
- 3. Swimming pool service \_\_\_\_\_
- 4. Total Maintenance Expense Items \_\_\_\_\_
- 5. Other Expenses \_\_\_\_\_

**Total Other Expenses** \_\_\_\_\_

**TOTAL OF ALL EXPENSES** \_\_\_\_\_  
**TOTAL POTENTIAL GROSS INCOME** \_\_\_\_\_  
**EFFECTIVE GROSS INCOME** \_\_\_\_\_  
(PGI – (PGI x Vacancy Rate))  
**NET OPERATING INCOME** \_\_\_\_\_  
(EGI-Total Expenses)

