

Town of Bolton Assessor's Office

Office Property

Income and Expense Survey for Calendar Year 2024

Information provided is CONFIDENTIAL, in accordance with Connecticut Law.

Property Address _____
Form Preparer/Position _____
Telephone Number _____
Email _____

<u>General Description Information</u> (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"/>	Total Building Area	_____ Sq. Ft.
		Owner-occupied Area	_____ Sq. Ft.
		Tenant-occupied Area	_____ Sq. Ft.
Property is fully leased	<input type="checkbox"/>	Gross Leaseable Area ¹ (GLA)	_____ Sq. Ft.
		Gross Building Area	_____ Sq. Ft.
Property is:		Total Building Area	_____ Sq. Ft.
Vacant	<input type="checkbox"/>	Asking/List Price	\$ _____
Available for Sale	<input type="checkbox"/>	Asking Rent	\$ _____
Available for Rent	<input type="checkbox"/>	Please describe:	
Holding for Future Use	<input type="checkbox"/>		
Parking Available:	_____	(number of spaces)	

Annual Operating Receipts

Base Rental Income – minimum \$ _____
Furnished ☐ Unfurnished ☐

Additional Rental Incomes – overages \$ _____
Total Rent \$ _____

Other Income (Reimbursements for Tenants)

Common Area Charges \$ _____

Property Tax Reimbursement \$ _____

Insurance Reimbursement \$ _____

Utility Charge Reimbursement \$ _____

Total Operating Receipts \$ _____

Vacancy & Collection Loss (annualized): \$ _____

1 Total floor area designed for tenants' exclusive use for which tenants pay rent and which produces income.

(Office Property Cont'd.)

Annual Operating Expenses:

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

Total Operating Expenses \$ _____

Net Operating Income \$ _____

Please include your Income Summary, rent roll and typical lease. Attach comments and/or other information on a separate page.

_____/_____
Signature/Position Date

* Common Are Maintenance Costs