

***Town of North Branford Assessor's Office***

**Mixed-use Property**

(Retail Including Restaurants, Office and/or Residential)

**Income and Expense Survey for Calendar Year 2010**

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                   | \$ _____        |
| <b>Gross Retail Income (Total)</b>     | <b>\$ _____</b> |
| Vacancy & Collection Loss (annualized) | \$ _____        |
| <b>Effective Gross Income</b>          | <b>\$ _____</b> |

(Mixed-use Property Contd.)

**Annual Operating Expenses**

|                                     |          | Paid by<br>Landlord      | Pass-through<br>to Tenants |
|-------------------------------------|----------|--------------------------|----------------------------|
| <b>Fixed Expenses</b>               |          |                          |                            |
| 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"/>   |
| <b>Variable Expenses</b>            |          |                          |                            |
| 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.