



TOWN OF GROTON Annual Income and Expense Report

Return to:
Town of Groton
Assessor's Office
45 Fort Hill Road
Groton CT 06340
Tel: (860) 441-6660
Fax: (860) 441-6678

April 10, 2020

Property Location:
Parcel Id:

FILING INSTRUCTIONS -Under current law, the Assessor's Office is required to reassess all real property in this municipality for the October 1, 2021 Grand List. In order to assess your real property fairly and equitably, information regarding the income and expenses related to your property is essential. Connecticut General Statutes, Section 12-63c requires owners of rental property to annually file the enclosed forms. Any information related to the actual rental and rental-related income and operating expenses shall not be a public record, and is not subject to the disclosure provisions of Connecticut General Statute Section 1-210 (Freedom of Information Act).

Please complete the enclosed forms and return them to this office on or before June 1st. In accordance with Connecticut General Statute Section 12-63c(d), any owner of primarily rental real property who fails to file this form by June 1, 2020, or files an incomplete or false form with intent to defraud, shall be subject to a one-year penalty assessment equal to a ten percent (10%) increase in the assessed value of such property. Pursuant to CGS 12-63c upon determination that there is *good cause*, the assessor may grant an extension of not more than 30 days to submit such information, if the owner of such property files a request for an extension with the assessor not later than May 1st.

GENERAL INSTRUCTIONS - Each summary page should reflect information for a single property for the year of 2020. If you own more than one auto related property, a separate report/form must be filed for each property in this jurisdiction. An income and expense report summary page and the appropriate income schedule must be completed for each property.

Complete this form for all rented or leased auto related property. Identify the property and address. **Provide Annual information for the Calendar Year 2020.** **TYPE/USE OF LEASE SPACE:** Indicate what the leased space is being utilized for (i.e.: dealership, gas station, auto repair, auto retail etc). **OVERAGE:** Additional fee or rental income. This is usually based on a percent of sales or income. **OPERATING EXPENSES PAID BY LANDLORD OR TENANT:** Indicate the property expenses & utilities that either the landlord or the tenant is responsible for.

WHO SHOULD FILE - All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. If you believe that you are not required to fill out this form, please call the number listed above to discuss your special situation. All auto related properties which are rented or leased must complete this form. **If a property is partially owner-occupied, this report must still be filed.**

IF YOUR PROPERTY IS 100% OWNER OCCUPIED, OR 100% LEASED TO A RELATED CORPORATION, BUSINESS FAMILY MEMBER OR OTHER RELATED ENTITY, PLEASE INDICATE BY CHECKING THE FOLLOWING BOX:

ALL PROPERTY OWNERS MUST SIGN & RETURN THIS FORM TO THE GROTON ASSESSOR'S OFFICE ON OR BEFORE JUNE 1, 2020 OR BE SUBJECT TO THE TEN PERCENT (10%) PENALTY.