

TOWN OF NEWINGTON

2018 INCOME AND EXPENSE REPORT

PLEASE READ AS REPORTING REQUIREMENTS HAVE CHANGED

Dear Property Owner:

Connecticut General Statute (C.G.S.) Sections 12-63b & 12-63c require that **the owner** of any real property that produces *rental* income report the income and (operating) expenses *annually* to the Assessor in the month of May. **Important Note: All information related to the actual rental and operating expenses of your property that you report is confidential and is not subject to public disclosure under the Freedom of Information statutes.**

Due to widespread inconsistency in the reporting of income and expense information, all property owners that file an Income & Expense Report must include supporting IRS documentation as shown below. IRS documentation is ***in addition to; not in lieu of*** completing the Income & Expense forms.

INCOME & EXPENSE REPORTING OVERVIEW:

WHO NEEDS TO FILE: The law requires that ***the owner of the property*** files this report.

If you are a tenant in the property and have received this notice, please contact the Assessor's Office with the owner's mailing address and we will send this information to the owner.

If you are a third party filing on behalf of the owner, you must obtain (from the owner) the required supporting IRS documentation, just as if the owner was filing this report directly.

WHAT TO FILE: Information relating to the (rental) income and (operating) expenses for the property for the preceding calendar year.

HOW TO FILE:

- 1) Complete the enclosed forms in their entirety. *Incomplete or improperly completed forms will be returned, and are subject to penalty.*
- 2) Attach one of the IRS documents listed below ***with and not in place of***, the completed forms:
 - a) **Schedule E** (Individual); **Form 1120** (Corporation); **1065** (*Partnership*); or an **8825** (*Partnership or S Corp*). *Note: If expenses are itemized on a supplemental Statement, then attach a copy of the Statement to the IRS documentation.*
 - b) If your 2018 tax filing is under extension; then attach a copy last year's (2017) IRS documentation

Do not return this page when filing your Income & Expense report

- 3) Do not submit a Pro-Forma, or Financial or Income Statements as they will not be accepted.
- 4) If your IRS tax documents are cumulative (combines multiple properties) please contact the Assessor prior to submitting your report.
- 5) If the property was acquired during 2018 and a full 12 months of income and expense information is not available *you are still required to file* a report. Provide a complete list of all current tenants (Schedule B) and any operating expense information that is available.
- 6) If filing a report for an apartment complex *you do not need to include* a complete tenant roster.

WHEN TO FILE: All forms *and* required documentation *must be received by Friday, May 31, 2019.*

EXTENSIONS: The Assessor *may* grant extensions of not more than thirty (30) days, *if there is good cause.* Requests for an extension must be made in writing; provide a specific reason(s) an extension is needed; and **be received not later than May 1, 2019.**

PENALTIES: A property owner failing to file or that files an incomplete form or false information, is subject to a penalty equal to a ten percent (10%) increase in the assessed value of such property for the tax period of July 1, 2019 to June 30, 2020.

NOTE: *If the property was 100% owner-occupied during 2018, you are not required to file an Income & Expense report. Simply sign and date at the bottom of Page 3 and check "Yes" to the question "Was this property 100% owner-occupied s in 2018".* If the property was **partially owner-occupied**, you are still required to complete and submit an Income & Expense Report. Property is considered to be "owner-occupied" when the owner of the property (real estate) is the same person, party, or entity, related to the owner of the business leasing or occupying the property.

Please return completed forms and supporting documentation to:

**Assessor's Office
131 Cedar Street
Newington, CT 06111**

Forms are also available on our webpage at: <https://www.newingtonct.gov/1148/Town-Assessor>

If you would like to confirm that your forms have been received, please call our office at (860) 665-8530 or send an email to Rick Wall at: rwall@newingtonct.gov.

Thank you for your cooperation.

Steven Kosofsky, CCMA II
Town Assessor