

2025 – CURRENT RENT ROLL

PLEASE COMPLETE OR INCLUDE ATTACHMENT.

TENANT/OCCUPANT NAME PLEASE NOTE VACANT SPACE & ASKING RENT FOR VACANT SPACE	LEVEL (BSMT, 1 ST , 2 ND , ETC)	LEASE TERM			ANNUAL RENT				EXPENSE RESPONSIBILITIES MARK T FOR TENANT, L FOR LANDLORD OR B FOR BOTH				
		START DATE	END DATE	LEASED SQ. FT.	BASE RENT	ESC/CAM/OVERAGE	TOTAL RENT	RENT PER SQ. FT.	UTILITIES	INSUR.	RE TAXES	JANITOR	MAINT/REPAIR
					\$	\$	\$	\$					
					\$	\$	\$	\$					
Totals					\$	\$	\$	\$					

Please indicate current rent concession/specials (such as free rent) and percentage rent clause reflected in rent roll above:

Current Occupancy: _____ % (Occ'd SF :- Total Leasable Bldg SF)

Utilities (Y/N)	Water	Electricity	Gas
Indiv. Meters			
Master Meter			

Typical Escalation (Change): % _____ over \$ _____ in sales Based on CPI? Yes / No
OR

Typical Escalation (Change): _____ % per _____ year(s) Based on CPI? Yes / No

Typical Tenant Improvement (TI) Allowance for Vacant Space: \$ _____ p/sq ft

Please note TI allowance provided (paid) by the Landlord & TI Items provided (paid) by the Tenant:

TENANT	TENANT IMPROVEMENTS (Paid by Landlord)	TENANT IMPROVEMENTS (PAID BY TENANT)	ADD'L RENT PAID FOR TI TO LANDLORD	ADD'L RENT DATES Start End	DOES TI REIMBURSEMENT INCLUDE FINANCE CHARGE?
	\$	\$	\$		Yes / No
	\$	\$	\$		YES / NO

MORTGAGE TERMS:

1ST - AMOUNT \$ _____; INTEREST RATE _____% FIXED OR VARIABLE; FOR _____ YEARS

2nd - AMOUNT \$ _____; INTEREST RATE _____% FIXED OR VARIABLE; FOR _____ YEARS

OTHER - AMOUNT \$ _____; INTEREST RATE _____% FIXED OR VARIABLE; FOR _____ YEARS



RETURN TO THE MANSFIELD ASSESSOR'S OFFICE ON OR BEFORE JUNE 1, 2026 TO AVOID 10% PENALTY

2025 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner _____
 Mailing Address _____
 City / State/ Zip _____

Barcode _____
 Property Address _____
 Map / Block / Lot _____

1. Tenant / Occupant Name _____
2. Gross Building Area (Including Owner-Occupied Space) _____ Sq. Ft.
3. Net Leasable Area _____ Sq. Ft.
4. Owner-Occupied Area _____ Sq. Ft.
5. Number of Units _____

6. Number of Parking Spaces _____
7. Actual Year Built _____
8. Year Remodeled _____

INCOME – 2025

9. Base Rent Potential Income _____
10. Actual Rent Collected _____
11. Escalation Income Total _____
12. CAM Income Total _____
13. Overage Income Total _____
14. Parking (Potential Gross) Rentals _____
15. Billboard/Antenna (Potential Gross) Rental Income _____
16. Other Property Income _____
17. Other Property Income _____
18. Other Property Income _____
- 19. TOTAL POTENTIAL INCOME** (Add Line 9 through Line 18) _____
20. Loss Due to Vacancy and Credit _____
- 21. EFFECTIVE ANNUAL INCOME** (Line 19 minus Line 20) _____

EXPENSES - 2025

Reimbursed Expenses (By Tenant)

22. Management Fee _____
23. Franchise Fee _____
24. Insurance _____
25. Real Estate Taxes _____
26. General & Admin _____
27. Water/Sewer/Trash _____
28. Electricity _____
29. Gas _____
30. Common Area Maintenance _____

Non-Reimbursed Expenses (Owner)

31. Management Fees _____
32. Franchise Fee _____
33. Insurance _____
34. Real Estate Taxes _____
35. General & Admin _____
36. Water/Sewer/Trash _____
37. Electricity _____
38. Gas _____
39. Maintenance & Repairs _____
40. Replacement Reserves _____
41. Capital Expenses _____



I DO HEREBY DECLARE UNDER PENALTIES OF FALSE STATEMENT THAT THE FOREGOING INFORMATION, ACCORDING TO THE BEST OF MY KNOWLEDGE, REMEMBRANCE AND BELIEF, IS A COMPLETE AND TRUE STATEMENT OF ALL THE INCOME & EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY *(Section 12-63c(d) of the Connecticut General Statutes)*

SIGNATURE _____

NAME/TITLE _____

DATE _____ TELEPHONE _____

EMAIL _____

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