



# Town of Orange, Connecticut

2025

## ANNUAL INCOME AND EXPENSE REPORT

### RETURN TO:

TOWN HALL  
617 ORANGE CENTER RD  
ORANGE, CT 06477-2499

TELEPHONE: 203-891-4724

FAX: 203-891-2185

**FILING INSTRUCTIONS:** The Assessor's Office is preparing for revaluation of all real property located in Orange effective October 1, 2026. To fairly assess your real property, information regarding the property income and expenses is required. Connecticut General Statute 12-63c requires owners of rental real property to annually file this report prior to the next revaluation. **The information filed and furnished with this report will remain confidential and is not open to public inspection.** Any information related to the actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes.

**\*Please complete and return the completed form to the Orange Assessor's Office on or before June 1, 2026.** In accordance with Section 12-63c (d), of the Connecticut General Statutes, **as amended**, any owner of rental real property who fails to file this form or files an incomplete or false form with intent to defraud, shall be subject to a penalty assessment equal to **ten percent (10%) increase** in the assessed value of such property.

**GENERAL INSTRUCTIONS:** Complete this form for all rental or leased commercial, retail, industrial or combination property. Identify the property and address. **Provide annual information for the calendar year 2025.** **ESC/CAM OVERAGE:** (Circle if applicable.) **ESCALATION:** Amount, in dollars, of adjustment to base rent either pre-set or tied to the Inflation Index. **CAM:** Income received from common area charges to tenants for common area maintenance, or other income received from the common area property. **OVERAGE:** Additional fee or rental income. This is usually based on a percentage of sales or income. **PARKING:** Indicate the number of parking spaces and annual rent for each tenant, include spaces or areas leased or rented to a tenant as a concession. **SPACES RENTED TWICE:** Those rented for daylight hours to one tenant and evening hours to another should be reported under each tenant's name. **OPTION PROVISIONS/BASE RENT INCREASE:** Indicate the percentage or increment and time period. **INTERIOR FINISH:** Indicate whether ownership of owner or tenant and the cost. Complete **VERIFICATION OF PURCHASE PRICE** information.

**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 file this form, please call the number listed above to discuss your special situation. All properties which are rented or leased, including commercial, retail, industrial and residential properties, except *"such property used for residential purposes, containing not more than six dwelling units and in which the owner resides,"* must complete this form. If residential property is partially rented and partially owner-occupied this report must be filed.

**OWNER-OCCUPIED PROPERTIES.** If your property is 100% owner-occupied, you must report only those income and expense items associated with occupancy of the building and land. Income and expense relating to your business should not be included.

**HOW TO FILE.** Each summary page should reflect information for a single property for the year **2025**. If you own more than one rental 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 rental property. Income Schedule A must be filed for apartment rental property and Schedule B must be filed for all other rental properties. **A computer printout is acceptable for Schedules A and B, providing all the required information is provided.**