



Town of Windham

Assessors Office

979 Main Street, Willimantic, CT 06226

Monday - Wednesday, 8:00 am - 5:00 pm; Thursday, 8:00am - 7:30 pm; Friday, 8:00 am - noon

Telephone: 860/465-3026 Fax: 860/465-2180

Dear Windham Property Owner:

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** all owners of rental property to annually file the enclosed form. This year's filing of income and expense data is for the 2015 calendar year. Please read the instructions for information and assistance in completing this form.

All information filed and furnished with the enclosed form will remain confidential and is not open to public inspection. Any information related to the actual rental and rental-related income and operation 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.

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.

Please be advised that the statute covering Income and Expense Reports states the following: "upon determination that there is good cause, the assessor may grant an extension of not more than thirty days to file such information, of the owner of such property files a request for an extension with the assessor not later than May first". Thus, if you intend to seek an extension beyond the June 1, 2016 filing deadline, you must request the extension, in writing, by May 1, 2016. Also please be advised that filed Income and Expense Reports are subject to audit by the assessor or designee of the assessor and the incomplete or false forms shall be subject to the 10% penalty under the statute. We need your help in this process. We will grant extensions to anyone who requests for one in writing, but if you intend to request an extension, you must do it in writing no later than May 1, 2016. All properties whose owners are sent an Income and Expense Report who do not file their Income and Expense Report will be penalized.

If your property is 100% owner-occupied, you must still respond. If you are not sure how to complete this form, please call the Assessor's Office at (860) 465-3026 or email at assessor@windhamct.com, for help completing your Income and Expense Report.

Please return the completed form to the Assessor's Office by June 1, 2016. If you have any questions please do not hesitate to contact the Assessor's Office at (860) 465-3026 or email at assessor@windhamct.com.

Sincerely,

Chandler Rose, CCMAII
Assessor