

WEST WINDSOR TOWNSHIP

DEPARTMENT OF ADMINISTRATION OFFICE OF THE BUSINESS ADMINISTRATOR DIVISION OF FINANCE

June 29, 2023

Dear Property Owner,

The following Annual Statement of Income and Expenses for Income Producing Properties form is to be completed in accordance with NJSA 54:4-34 (see next page). Copies of rent rolls and leases pertaining to the designated property for the latest fiscal year may be returned with the signed and dated form. If any new leases were signed in 2022, please provide us with copies of these leases or abstracts detailing all relevant information.

If the property is 100% owner occupied, and does not generate rental income, please state so on the form. We still request that you provide expense information relating to the operation of the real estate. This is requested in Part 4 of the form.

All financial data submitted will be treated as confidential and, so far as the law allows, will not be made available for public inspection.

If you have any questions or difficulty completing the forms, please call the Assessor's Office at (609) 799-2400.

Please return the requested information to our office within 45 days of receiving this initial request.

West Windsor Township Tax Assessor 271 Clarksville Road West Windsor, NJ 08550

Questions and/or forms can also be emailed to: ljones@westwindsortwp.com. Your prompt and accurate response will be most appreciated.

Sincerely, Levane Wyones

Lorraine M. Jones, MBA, CTA Tax Assessor

N.J.S.A. 54:4-34, Statement by Owner; examination by Assessor

Every owner of real property of the taxing district shall, on written request of the assessor made by certified mail, render a full and true account of his name and real property and the income there from, in the case of income producing property, and produce his title papers, and he may be examined on oath by the assessor, and if he shall fail or refuse to respond to the written request of the assessor within 45 days of such request, or to testify on oath when required, or shall render false or fraudulent account, the assessor shall value his property at such amount as he has, from any information in his possession or available to him, reasonably determine to be the full and fair value thereof. No appeal shall be heard from the assessor's valuation and assessment with respect to income-producing property where the owner has failed or refused to respond to such written request for information within 45 days of such request or testify on oath when required. or shall have rendered a false or fraudulent account. The County Board of Taxation may impose such terms and conditions for furnishing the requested information where it appears that the owner, for good cause shown, could not furnish the information within the required period of time. In making such written request for information pursuant to this section the assessor shall enclose therewith a copy of this section (As amended by Ch. 51, Laws 1960; Ch. 91 Laws 1979, effective May 16, 1979) (Comp. 21 - 001, 21 -211, 21-301, 21-601, 21-901, 22-108)

ANNUAL STATEMENT OF INCOME AND EXPENSE

FOR

APARTMENT PROPERTIES

(Request made pursuant to N.J.S.A. 54:4-34)

	Annual period beginning _	and endi	ng on
	RT 1 - PROPERTY IDENTIFICATION		
			L et/e)
	ner		
	perty Name (If any)		
	Iress of Property		
	RT 2 - PROPERTY INFORMATION		
1.	Year of construction		·····
2.	Total number of apartment units		·····
3.	Type and number of units:		
	Studio 1 Bedroom	2 Bedroom	3 Bedroom
	Other		
4.	Total number of appliances furnished with	units:	
	Refrigerators, Stoves	, Wall Ovens	, Dishwashers
	Washers, Dryers	, Garbage Disposals	, Air Conditioners
	Other (specify)		
5.	Are apartments air conditioned? Yes	No (If yes, check ap	propriate selection)
	Central building unit, Central		ndividual wall units (No.)
6.	Do tenants pay for heat? Yes No)	
7.	Are any apartment units furnished? Yes	No (If yes, spe	cify number of units)
8.	Is wall to wall carpeting provided with the	units?	
9.	Annual vacancy percentage	%	
10.	Do any income and expense figures for th	e reporting period differ from the	ne properties normal operating
	experience? Yes No(If yes, pl	lease explain under comments)
11.	Are there any charges to tenants for service	ces not included in the rental ra	ate of an apartment? YesNo
	(If yes, please explain under comments)		
	MMENTS		

PART 3 - DEFINITIONS

Guidelines for Completion of Statement of Income

1. Gross Rental Income - the total annual income from the rental space assuming that all space is 100% occupied. The fair rental value of an employee's apartment would be included.

- 2. **Other Income** the income from services that are corollary to the operation of the real estate. It is the income generated by the operation of the real property, but not derived directly from space rental. Examples of other income would include income from vending machines, signs on premises and income from swimming pool clubs.
- **3. Expenses** expenses are periodic expenitures that are necessary to maintain the production of income. Included are out-of-pocket costs to provide services to tenants. Examples of expenses that may be chargeable to the operation of the real estate are listed on the Income and Expense form you are to complete, DO NOT list mortgage interest and amortization, depreciation charges, income or corporation taxes, special corporation costs or any capital expenditures.

PAR	PART 4 - STATEMENT OF INCOME (Lines 5 to 6)						
Α.	GROSS RENTAL INCO Break down units with sar	DME (See Definition #1) me rental value.					
	Rental Income Number of Units	Monthly Rent Per Unit	Number of Units	Monthly Rent Per Unit			

1. Total Monthly Gross Rent ____

X 12 months =	Total Annual	Rent Income
---------------	---------------------	--------------------

	eak down other sources of income. urce of Income	Annual Amount
	······	
<u> </u>		
	· · · ·	
2 7	Fotal of Other Income	
	otal of other moone	
	Actual Income Collected	
	Difference Between Possible and Actual (Lines 3 less 4	4)
	·····	
	 STATEMENT OF EXPENSES (See Definition #3) s - refer to periodic expenditures that are necessary to maintain the 	
ert the ther Ex NOT come. F a sing inting c NOT	rovide services to tenants. An alphabetic listing of expenses items expense item applicable to the operation of the property. If an exp pense Items" to insert the type and amount of the expense. include total expense amounts if the expense does not coincide with for example, if the building insurance premium is paid on a 3 year le year. Other expense items that are not incurred annually, such a foccurs every 7 years, the cost for this expense should be divided by list expenses such as mortgage interest and amortization, depreci- on costs, salaries that are not attributable to the operation of the re-	with the same annual period specified for gross basis, the expense reported must be an allocation as painting, are to be allocated for a single year. If by 7 and noted under the appropriate expense item. iation charges, income or corporation taxes, special
(PENS	SES (Do not include capital expenditures)	Amount
1	<u>Item</u> Advertising	<u>Amount</u>
2	Administrative	
3 4	Decorating	
4 5	Electric (excluding 8) Elevator repairs and maintenance	
6	Exterminating	
7	Gas (excluding 8)	
8 9	Heat Insurance	
10	Janitorial	
11	Leasing fee	
12 13	Management	
13	Payroll (not included in other categories) Repairs and maintenance:	
	•	
15 16	Roof repairs (if not included in 14) Rubbish removal	
17	Security	
18	Sewer	
19 20	Snow removal (if not included in 14)	
20	Supplies: Office	
	Cleaning (if not included in 10)	
21	Other (specify) Water	
22	Window washing (if not included in 10)	
	xpense Items (list type and amount) <u>Expense</u>	Amount

S return is prepared by a person other then the taxpayer, his declaration is based on all the information relating to the matter required to be reported in the return of which he has knowledge.

Date	Signature of Taxpayer or Officer of Taxpayer	Title
Date	Signature of Individual or Firm Preparing Return	Address