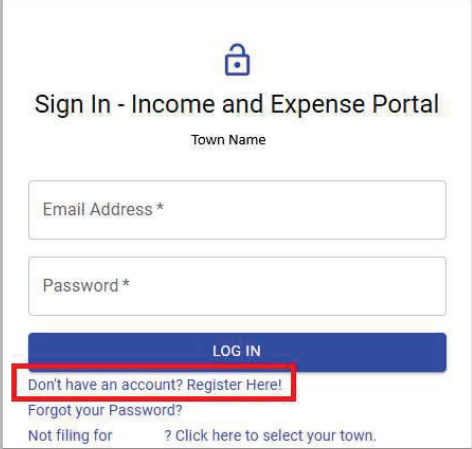


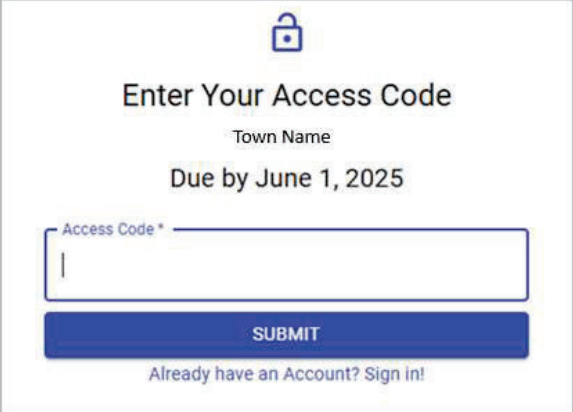
Income & Expense Filing Online

For first time logins, you will need to register your account. Please note an email address can be used only once for registration. For filers with multiple companies who wish to use the same address, please see below



The screenshot shows a login page titled "Sign In - Income and Expense Portal". At the top center is a blue padlock icon. Below the title is a dropdown menu for "Town Name". There are two input fields: "Email Address *" and "Password *". A blue "LOG IN" button is positioned below the password field. A red rectangular box highlights the text "Don't have an account? Register Here!". Below this link are the links "Forgot your Password?" and "Not filing for ? Click here to select your town."

Enter the access code provided on the form received in the mail



The screenshot shows a page titled "Enter Your Access Code". At the top center is a blue padlock icon. Below the title is a dropdown menu for "Town Name". The text "Due by June 1, 2025" is displayed. There is a large input field for "Access Code *". Below the input field is a blue "SUBMIT" button. At the bottom, the text "Already have an Account? Sign in!" is visible.


You will be prompted to set up login credentials. Please note only alphanumeric passwords will be accepted, no special characters. Check “I agree to the Terms and Agreement” and click “Sign Up”

Access Code *

Town Name
Town of XXX

username *

Email Address *

Password *  Confirm Password *

* means required information.

I agree to the Terms and Agreement

SIGN UP

Upon logging in, you will see the dashboard page. For owners of multiple businesses, you can only use an email address once, but you may add additional access codes to your existing account to file additional I&E forms.

Income and Expense Online Filing - Anytown, CT [RETURN TO DASHBOARD](#) [LOGOUT](#)

Start your Income and Expense Filing for ELECTRICIAN (URD: 70953 | Access: 610586)
Property Address: 210 Main St.
2021 Filing Period
You will be able to progress at your pace. Every time you click next a draft will be saved. If you wish to stop at any time. You may do so, but be sure to note your login information as you will have to login the next time you visit this page.

Current Progress
0 % Complete
Due by: June 1, 2022

[START FORM](#) [PRINT FORM / INSTRUCTIONS](#)

Enter Access Code [ADD ACCESS CODE](#)

Click on “Start Form” – All fields with (*) are required

Property Information – Page 1

1 **Property Information** 2 Sales Verification 3 Rental Income Information (Schedule A) 4 Lessee Rental Information (Schedule B) 5 Income Information 6 Expense Information 7 Summary and Submission

Mailing Information

First name * Last name * M.I.

Address line 1 *

Address line 2

City * State * Zip / Postal code *

Property Information

Street Number * 210 Street Name * Main St Property Use *

> **Building Information**

Gross Bldg. Area * 0 Number of Units 0 Year Built * 0

Net Leasable Area 0 Number of Parking Spots 0 Latest Remodel Year 0

Owner Occ. Area 0 Property Is 100% Owner Occupied

Common Area 0 Property is 100% Leased

NEXT

Sales Verification – Page 2

1 **Property Information** 2 **Sales Verification** 3 Rental Income Information (Schedule A) 4 Lessee Rental Information (Schedule B) 5 Income Information 6 Expense Information 7 Summary and Submission

Sales Verification

Did you purchase or sell this property on or after January 1, 2021. *

YES NO

Purchase Price * 0 Purchase Date

Asking Price 0 Listing Date

Approx. Vacancy Rate on Sale Date (Percentage) % 0

> **Mortgage / Financing Information**

Was the sale between related Parties? YES NO

Was an appraisal done for purchasing or financing? YES NO

First Mortgage 0 Interest Rate 0 Mortgage Term (Years) 0

Additional Financing 0 Interest Rate 0 Financing Term (Years) 0

BACK **NEXT**

Rental Income Information (Schedule A) – Page 3

Property Information
 Sales Verification
 Rental Income Information (Schedule A)
 Lessee Rental Information (Schedule B)
 Income Information
 Expense Information
 Summary and Submission

Show Filters

What Unit Types Do You Have?

Efficiency
 One Bedroom
 Two Bedroom
 Three Bedroom
 Four Bedroom
 Other Rentable Units
 Owner/Manager/Janitor Occupied
 Garage/Parking
 Other Income (Specify)

Bldg. Features Included in Rent

Heat
 Electricity
 Other Utilities
 Air Conditioning
 Tennis Courts
 Stove/Refrigerator
 Garbage Disposal
 Furnished Unit
 Dishwasher
 Pool
 Security
 Other (Specify)

Unit Type	Total No. Units	Rented No. Units	No. of Rooms (Total)	No. of Baths (Total)	Unit Size (Sq.Ft.) (Average)	Rent Per Unit (Average)	Total Rent (Total)	Typical Lease Term (Months)
One Bedroom	0	0	0	0	0	0	0	0
Two Bedroom	0	0	0	0	0	0	0	0
Sub Totals	0	0	0	0			0	
Totals	0	0	0	0			0	

[BACK](#) [NEXT](#)

Lessee Rental Information (Schedule B) – Page 4

Property Information
 Sales Verification
 Rental Income Information (Schedule A)
 Lessee Rental Information (Schedule B)
 Income Information
 Expense Information
 Summary and Submission

TENANT 1
ADD TENANT

1. Name of Tenant *
2. Location of Leased Space *
3. Type/Use of Leased Space *
4. Lease Start Date *
5. Lease End Date *
6. Leased Square Feet *
7. Base Rent (ANUALLY) *
8. ESC/CAM/Overage (ANUALLY)
9. Total Rent (ANUALLY) *
10. Rent per Square Foot (ANUALLY) *
11. Property Expenses & Utilities Paid for by Tenant (ANUALLY)

DELETE TENANT

[BACK](#) [NEXT](#)

Income Information – Page 5

- ✓ Property Information
- ✓ Sales Verification
- ✓ Rental Income Information (Schedule A)
- ✓ Lessee Rental Information (Schedule B)
- 5** Income Information
- 6 Expense Information
- 7 Summary and Submission

Income Type	Total Income (Annually)
Apartment Total	0
Office Total	15,000
Retail Total	0
Industrial Total	0
Mixed Use Total	8,000
Shopping Center Total	0
Other Rentals Total	0
Parking Total	0
CAM Total	<input style="width: 80px;" type="text" value="0"/>
Other Income	0
Total Potential Income	23,000
Loss due to vacancy / credit	<input style="width: 80px;" type="text" value="0"/>
Effective Annual Income	23,000

[BACK](#)
[NEXT](#)

Expense Information – Page 6

Expense Type	Total Expense (Annually)	Expense Type	Total Expense (Annually)
Advertising	<input style="width: 80px;" type="text" value="0"/>	Capital Expenses	<input style="width: 80px;" type="text" value="0"/>
Cleaning/Maintenance	<input style="width: 80px;" type="text" value="0"/>	Mortgage Paid to Banks	<input style="width: 80px;" type="text" value="0"/>
Commissions/Leasing Fees	<input style="width: 80px;" type="text" value="0"/>	Other Interest	<input style="width: 80px;" type="text" value="0"/>
Insurance	<input style="width: 80px;" type="text" value="0"/>	Depreciation	<input style="width: 80px;" type="text" value="0"/>
Legal/Professional Fees	<input style="width: 80px;" type="text" value="0"/>	Real Estate Taxes	<input style="width: 80px;" type="text" value="0"/>
Management Fees	<input style="width: 80px;" type="text" value="0"/>	Sum	<input style="width: 80px;" type="text" value="0"/>
Repairs	<input style="width: 80px;" type="text" value="0"/>		
Supplies	<input style="width: 80px;" type="text" value="0"/>		
Utilities	<input style="width: 80px;" type="text" value="0"/>		
Security	<input style="width: 80px;" type="text" value="0"/>		
Other	<input style="width: 80px;" type="text" value="0"/>		
Sum	<input style="width: 80px;" type="text" value="0"/>		

Summary of Submission – Page 7 Please review all prior pages as you will not be able to make any corrections once you have clicked “Complete Filing”

Property Information ✓ Sales Verification ✓ Rental Income Information (Schedule A) ✓ Lessee Rental Information (Schedule B) ✓ Income Information ✓ Expense Information ✓ Summary and Submission ✓

Final Submission

After your click Submit via the button below you will no longer be able to access this application. Please be sure to fill the form as accurately as possible. Upon submission your filing will be sent to your Municipal Assessor for review.

Sign Here

Signature* Date Signed: 3/13/2023

Name of Filer*

Filer title*

Phone Number*

[COMPLETE FILING](#)

This screen will confirm your submission and generate an automatic email to your assessor.

Income and Expense Online Filing - Anytown, CT

ELECTRICIAN

[RETURN TO DASHBOARD](#) [LOGOUT](#)

Property Information ✓ Sales Verification ✓ Rental Income Information (Schedule A) ✓ Lessee Rental Information (Schedule B) ✓ Income Information ✓ Expense Information ✓ Summary and Submission ✓

Thank you for filing your income and expense form.

You as well as the town assessor have been emailed a copy of your submission. Any further correspondence regarding your income and expense filing will be... Thank you for using the Income and Expense portal powered by QDS.

[RETURN TO DASHBOARD](#)

Please click “Return To Dashboard” - Click “Print PDF” to generate a copy for your records.

Your income and expense filing for ELECTRICIAN (UID: 70953 | Access: 610586) has been completed.

Property Address: 210 Main St.

2021 Filing Period

You have completed your filing and your form has been submitted to the tax assessor. You should also have a copy of your filing in the email used to register this account. This form will be reviewed and any additional information regarding this filing can be discussed with the tax assessor. If you need additional copies of your submission you may print them via the button below.

[PRINT PDF](#)

Current Progress
100 % Complete

For any additional questions or concerns, please contact your town Tax Assessor’s Office directly