



Board of Assessors  
 Town of Longmeadow  
 20 Williams Street  
 Longmeadow, MA 001106  
 December 28, 2020

Parcel Information: **PLEASE FILL IN HIGHLIGHTED AREA**

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_  
 \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

All information supplied is confidential and protected from public disclosure. [CH 59 S52B]. To be considered filed "timely" this form must be returned within sixty (60) days of the postmarked date.

Dear Property Owner:

The Board of Assessors is requesting INCOME AND EXPENSE information on income producing property (rental property, commercial, industrial, apartment, etc.) to assist us to determine equitable values for assessment purposes. This request is for income and expense information relative to the operation of **real estate** and not the business use associated with the real estate. **(IF THE PROPERTY IS OWNER OCCUPIED, PLEASE LIST EXPENSES.)** We appreciate the cooperation that you have shown the Board in the past.

When determining commercial property values, the Board must weigh financial as well as physical attributes. By completing and returning the enclosed form, you help ensure the development of a sound basis to estimate the income approach to value. Please be aware that this information will be used only to determine 'market' income and expense levels for income producing properties. In accordance with State Law, the information listed on the forms is **not** available to the public for inspection. [CH 59 S52B]

While it is in the best interest of property owners to contribute to the establishment of fair assessments, Massachusetts Law also requires such disclosure:

Section 38D of Chapter 59

**Written Return of Information to Determine Valuation of Real Property**

A board of assessors may request the owner or lessee of any real property to make a written return under oath within sixty days containing such information as may reasonably be required by it to determine the actual fair cash valuation of such property.

Failure of an owner or lessee of real property to comply with such request within 60 days after it has been made by the board of assessors shall be automatic grounds for dismissal of a filing at the appellate tax board. The appellate tax board and the county commissioners shall not grant extensions for the purposes of extending the filing requirements unless the applicant was unable to comply with such request for reasons beyond his control or unless he attempted to comply in good faith. If any owner or lessee of real property in a return made under this section makes any statement which he knows to be false in a material particular, such false statement shall bar him from any statutory appeal under this chapter.

If an owner or lessee of real Class one, residential property fails to submit such information within the time and in the form prescribed, the owner shall be assessed an additional penalty for the next ensuing tax year in the amount of \$50 but only if the board of assessors informed the owner or lessee that failure to submit such information would result in the penalty.

If an owner or lessee of Class three, commercial or Class four, industrial property fails to submit the information within the time and in the form prescribed, the owner or lessee shall be assessed an additional penalty for the next ensuing tax year in the amount of \$250 but only if the board of assessors informed the owner or lessee that failure to so submit such information would result in the penalty.

**1. PLEASE FILL OUT THE FORM THAT IS APPROPRIATE FOR YOUR PROPERTY TYPE.**

**2. SIGN AND RETURN THIS LETTER – HAVE PERSON PREPARING FORM (S) SIGN WHAT THEY PREPARED.**

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Annual Expenses for All Property Uses

| Parcel ID:                             | Location:       |               | Expenses for Calendar Year: 2019  |                 |               |
|--|-----------------|---------------|-----------------------------------|-----------------|---------------|
|  | Landlord Amount | Tenant Amount |                                   | Landlord Amount | Tenant Amount |
| <b>Management &amp; Administrative</b> |                 |               | <b>Maintenance &amp; Cleaning</b> |                 |               |
| Management Wages or Fee                | \$              | \$            | Wages                             | \$              | \$            |
| Legal & Accounting                     | \$              | \$            | Supplies                          | \$              | \$            |
| Security Wages                         | \$              | \$            | Maintenance Service Contract Fee  | \$              | \$            |
| Payroll                                | \$              | \$            | Grounds Keeping                   | \$              | \$            |
| Group Insurance                        | \$              | \$            | Rubbish Removal                   | \$              | \$            |
| Telephone                              | \$              | \$            | Snow Removal                      | \$              | \$            |
| Advertising                            | \$              | \$            | Exterminator                      | \$              | \$            |
| Commissions                            | \$              | \$            | Other                             | \$              | \$            |
| Other                                  | \$              | \$            |                                   | \$              | \$            |
| Total                                  | \$              | \$            | Total                             | \$              | \$            |
| <b>Repairs &amp; Alterations</b>       |                 |               | <b>Capital Improvements</b>       |                 |               |
| Exterior                               | \$              | \$            | Description                       |                 |               |
| Interior                               | \$              | \$            |                                   | \$              | \$            |
| Mechanical                             | \$              | \$            |                                   | \$              | \$            |
| Electrical                             | \$              | \$            |                                   | \$              | \$            |
| Plumbing                               | \$              | \$            |                                   | \$              | \$            |
| Total                                  | \$              | \$            | Total                             | \$              | \$            |
| <b>Utilities</b>                       |                 |               | <b>Other Expenses</b>             |                 |               |
| Electricity                            | \$              | \$            | Real Estate Taxes                 | \$              | \$            |
| Gas                                    | \$              | \$            | Reserve for Replacement           | \$              | \$            |
| Oil                                    | \$              | \$            | Apartments for Employees          | \$              | \$            |
| Water                                  | \$              | \$            | Insurance (1 yr. Premium)         | \$              | \$            |
| Sewer                                  | \$              | \$            |                                   | \$              | \$            |
| Total                                  | \$              | \$            | Total                             | \$              | \$            |
| Comments:                              |                 |               |                                   |                 |               |

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



