

Please return this form to:

Assessing Department
 City Hall
 500 Broadway
 Chelsea, MA 02150



City of Chelsea Board of Assessors – May 1, 2016

Dear Property Owner or Lessee:

The following data is requested to assist us in determining the fair and equitable values for assessment / taxation purposes. This information is NOT PUBLIC RECORD, and will be kept confidential. If this information is available in some other format (computerized property report, etc.), that information may be substituted for portions of this form. **Please respond within 30 days.** This information request is made under the provisions of Massachusetts General Laws Chapter 59, Section 38D. Failure to supply the requested information may result in a loss of appeal rights. Your cooperation is greatly appreciated. If you have any questions concerning this information request, please contact Stephen Roche by phone at 617-466-4014 or e-mail at sroche@chelseama.gov

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| | | |
|--|-------------------|--|
| | Owner | |
| | Property Location | |
| | Map / Lot | |
| | Use Code | |
| | Use Description | |

| | | | | |
|------------------------|----|--|-----------------|--|
| 1. Gross Bldg. Area | SF | | 4. No. of Units | |
| 2. Net Leasable Area | SF | | 5. Bldg. Age | |
| 3. Owner Occupied Area | SF | | | |

Property Use: Please indicate the number of square feet, or percentage of use of the buildings:

| | | | |
|---------------|--|-------------|--|
| Retail | | Storage | |
| Offices | | Shop | |
| Manufacturing | | Garage | |
| Warehouse | | Residential | |
| Other | | | |

| <u>Income</u> | <u>Calendar Year 2015</u> | <u>Calendar Year 2014</u> |
|--|---------------------------|---------------------------|
| 6. Apartment Rentals | | |
| 7. Office Rentals | | |
| 8. Retail Rentals | | |
| 9. Industrial/Warehouse/ Garage Rentals | | |
| 10. Parking / Room / Other Rentals | | |
| 11. Expense reimbursements by tenants | | |
| 12. Other (specify _____) | | |
| 13. Total Income (total of lines 6 through 12) | | |

| <u>Expenses</u> | <u>Calendar Year 2015</u> | <u>Calendar Year 2014</u> | <u>Paid by Owner</u> | <u>Paid by Tenant</u> |
|--|---------------------------|---------------------------|-------------------------------------|-------------------------------------|
| | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14. Management | | | | |
| 15. Leasing fees/Commissions/advertising | | | | |
| 16. Legal/accounting | | | | |
| 17. Heat/air conditioning | | | | |
| 18. Electricity | | | | |
| 19. Other Utilities | | | | |
| 20. Payroll (except management) | | | | |
| 21. Maintenance, repairs, supplies | | | | |
| 22. Common area maintenance | | | | |
| 23. Snow/trash removal | | | | |
| 24. Other (Specify _____) | | | | |
| 25. Other (Specify _____) | | | | |
| 26. Other (Specify _____) | | | | |
| 27. Fire / liability insurance | | | | |
| 28. Reserves for replacement | | | | |
| 29. Real Estate Taxes | | | | |
| 30. Total Expenses (add lines 14 to 29) | | | | |
| 31. Net Operating Income (line 13 minus line 30) | | | | |

*** Please Complete and Sign the Reverse Side of this form. ***

Annual Rental Data

| Tenant's Name | Leasable Area (SF) | Term of Lease | | Annual Base Rent | Annual Additional Payments | Annual Average Vacancy |
|---------------|--------------------|---------------|----|------------------|----------------------------|------------------------|
| | | From | To | | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 4. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| | | | | | | |

Vacancy:

| | |
|---|--|
| Square feet or percentage of building that was vacant all or most of the year | |
|---|--|

Apartment Buildings, Hotels, Motels

Expense Responsibilities

| Type | Number | \$ Per Month / Day | | Tenant | Owner |
|---------------------|--------|--------------------|--------------------|-------------------------------------|-------------------------------------|
| Efficiency (Studio) | | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | | | Cleaning | | |
| 1 Bedroom | | | Rubbish Removal | | |
| | | | Building Maint. | | |
| | | | Parking Lot Maint. | | |
| 2 Bedrooms | | | Insurance | | |
| | | | Real Estate Taxes | | |
| | | | Heating | | |
| 3 Bedroom | | | Air Conditioning | | |
| | | | Electricity | | |
| | | | Water | | |
| 4 Bedroom | | | Sewer | | |
| | | | Range | | |
| | | | Refrigerator | | |
| Janitor / Manager | | | Dishwasher | | |
| | | | Disposal | | |
| Garage / Carport | | | Carpets | | |
| | | | Drapes | | |
| | | | Furniture | | |

| | | | |
|--------|---|--|------------------------|
| Signed | | | |
| | Signature of owner or preparer under penalty of perjury | | Date |
| | Print Name and Title | | Phone # with area code |

The Chelsea Board of Assessors is requesting this information under the provisions of Massachusetts General Laws Chapter 59, Section 38D. This law provides assessors with authority to request a written return under oath containing any information reasonably necessary for them to determine the actual fair cash valuation of taxable property. This law also provides for penalties for failure to comply:

Failure of an owner or lessee of real property to comply with such request within sixty days after it has been made shall bar him from any statutory appeal under this chapter, unless such owner or lessee was unable to comply with such request for reasons beyond his control. 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.

Please note an important change in Massachusetts' law:

If an owner or lessee of Class one (residential (i.e. apartment) property fails to submit the 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.

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 shall be assessed an additional penalty for the next ensuing tax year in the amount of \$250.

In a recent case at the Massachusetts Appellate Tax Board (Marketplace Center II Limited Partnership v. City of Boston), the Appellate Tax Board dismissed five years of appeals of owners on the basis of failure to comply with the Assessor's information request.