



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Assessor's Office, Room 109
Assessors – assessors@medford-ma.gov
PH: 781-393-2430 - Fax: 781-391-2158

March 1, 2023

RE: Request for 2022 Property Income & Expense Information

Dear Medford Property Owner:

The Medford Assessing Department is conducting an annual review of assessments and real estate market indicators. As part of our review we are requesting from all properties within the business sector certain information regarding rental income and operating expenses, which will be used to develop market-based valuation tables for commercial and apartment properties. All information collected remains confidential.

Please complete the attached form for each property location you own or lease in Medford with the requested information from calendar year 2022 rent rolls and expense records. If your property is owner-occupied, please complete the property expenses schedule and indicate "owner occupied" on the income schedule.

If you have questions about these forms please contact the Assessor's Office at 781-393-2435. Our office hours are Monday, Tuesday, Thursday 8:30AM to 4:30PM, Wednesday 8:30AM to 7:30PM and Friday 8:30AM to 12:30PM. Our office is in Room 109 at the City Hall, 85 George P. Hassett Dr.

Please return the completed forms with the signed cover letter within sixty-days to the: Medford Board of Assessors – Room 109, 85 George P. Hassett Dr., Medford, MA. 02155.

This request is being made under the provisions of General Laws Chapter 59; Sec. 38D, which allows assessors to request such information under oath.

SUBMITTED BY: _____ TITLE: _____

PHONE: _____ E-MAIL ADDRESS: _____

I certify under the penalties of perjury that the information provided herewith is true and correct.

Signature: _____

Completed income statements can be submitted by email to: assessors@medford-ma.gov

Property Location:	Mixed Use Property Rental Income Statement	Calendar Year 2022 For January 1, 2023
	City of Medford Fiscal Year 2024	Parcel ID(Map &Block):

Commercial Lease Information: Please provide information on leases as of January 1st 2023.

					Lease Terms			
Floor Level	Tenant Name	Type of Space	Leased Area (Sq. ft.)	Rent per SF on Jan. 1st	Annual Rent \$	Start Date (Mo/Yr)	Term in years	Gross, Net, NNN

Residential Rental Information: Please provide the following rental information or attach Rent Roll.

The effective reporting date is January 1 st 2023				Lease Terms				
Unit Type	Total # of Units	Rent per Month \$	Annual Rent	Lease Start Date (Mo/Yr)	Lease End Date (Mo/Yr)	Heat (Y/N)	Elect (Y/N)	Lease or TAW
Studio								
One Bedroom								
Two Bedroom								
Three Bedroom								
Four Bedroom								
Weekly								

Annual Expenses for All Property Uses

Map & Block:	Location:		Expenses for Calendar Year: 2022		
City of Medford	Landlord Amount \$	Tenant Amount \$		Landlord Amount \$	Tenant Amount \$
<u>Management & Administrative</u>			<u>Maintenance & Cleaning</u>		
Management Wages or Fee			Wages		
Legal & Accounting			Supplies		
Security Wages			Maint. Service Contract Fee		
Payroll			Grounds Keeping		
Group Insurance			Rubbish Removal		
Telephone			Snow Removal		
Advertising			Exterminator		
Commissions			Other:		
Other			Other:		
Total			Total		
<u>Repairs & Alterations</u>			<u>Capital Improvements</u>		
Exterior			Description		
Interior					
Mechanical			Total		
Electrical			<u>Tenant Improvements</u>		
Plumbing			Description		
Total			Total		
<u>Utilities & Condo Fees</u>			<u>Other Expenses</u>		
Electricity			Real Estate Taxes		
Gas/Oil			Reserve for Replacement		
Water & Sewer			Apartments for Employees		
Condominium CAM Charges			Insurance (1 yr. Premium)		
Other			Other:		
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: _____ Date: _____