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

<table>
<thead>
<tr>
<th>Floor Level</th>
<th>Tenant Name</th>
<th>Type of Space</th>
<th>Leased Area (Sq. ft.)</th>
<th>Rent per SF on Jan. 1st</th>
<th>Annual Rent $</th>
<th>Start Date (Mo/Yr)</th>
<th>Term in years</th>
<th>Gross, Net, NNN</th>
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<tbody>
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</table>

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

The effective reporting date is January 1st 2023

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Total # of Units</th>
<th>Rent per Month $</th>
<th>Annual Rent</th>
<th>Lease Start Date (Mo/Yr)</th>
<th>Lease End Date (Mo/Yr)</th>
<th>Heat (Y/N)</th>
<th>Elect (Y/N)</th>
<th>Lease or TAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio</td>
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<td>One Bedroom</td>
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<td>Two Bedroom</td>
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<td>Three Bedroom</td>
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<td>Four Bedroom</td>
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<td>Weekly</td>
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</table>
## Annual Expenses for All Property Uses

<table>
<thead>
<tr>
<th>Map &amp; Block:</th>
<th>Location:</th>
<th>Expenses for Calendar Year: 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Medford</td>
<td>Location:</td>
<td></td>
</tr>
</tbody>
</table>

### Management & Administrative
- Landlord Amount $  
- Tenant Amount $  
- Maintenance & Cleaning
- Wages
- Supplies

### Legal & Accounting
- Landlord Amount $  
- Tenant Amount $  
- Maint. Service Contract Fee
- Grounds Keeping

### Security Wages
- Landlord Amount $  
- Tenant Amount $  
- Rubbish Removal
- Snow Removal

### Payroll
- Landlord Amount $  
- Tenant Amount $  
- Exterminator
- Other:

### Group Insurance
- Landlord Amount $  
- Tenant Amount $  
- Other:
- Other:

### Telephone
- Landlord Amount $  
- Tenant Amount $  
- Other:

### Advertising
- Landlord Amount $  
- Tenant Amount $  
- Other:

### Commissions
- Landlord Amount $  
- Tenant Amount $  
- Other:

### Other
- Landlord Amount $  
- Tenant Amount $  
- Other:

### Total
- Landlord Amount $  
- Tenant Amount $  
- Total

### Repairs & Alterations
- Exterior
- Interior
- Mechanical
- Electrical
- Plumbing

### Tenant Improvements
- Description
- Total

### Utilities & Condo Fees
- Electricity
- Gas/Oil
- Water & Sewer
- Condominium CAM Charges
- Other

### Other Expenses
- Real Estate Taxes
- Reserve for Replacement
- Apartments for Employees
- Insurance (1 yr. Premium)
- Other:

### Total
- Landlord Amount $  
- Tenant Amount $  
- 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: __________________

City of Medford Board of Assessors 61A Form. Expenses (1/2021)  CONFIDENTIAL INFORMATION