March 1, 2023

RE: Request for 2022 Property Income & Expense Information

Dear Medford Property Owner:

The Medford Board of Assessors 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
### Occupancy Information

Please attach 2017 Rent Roll or complete chart below.

<table>
<thead>
<tr>
<th>Floor Level</th>
<th># Bedrooms/ # Baths</th>
<th>Heat Incl. (Y/N)</th>
<th>Electricity Incl. (Y/N)</th>
<th>Monthly Rent $</th>
<th>Annual Rent $</th>
<th>Lease Or TAW</th>
<th>Furnished or Unfurnished</th>
<th>Parking Incl. (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Property Summary

<table>
<thead>
<tr>
<th>Property Type</th>
<th># of Units</th>
<th>Avg. Monthly Rent ($)</th>
<th>Avg. Unit Size (sq.ft.)</th>
<th>Parking Information</th>
<th>Total # of Spaces</th>
<th>Single Space Monthly ($)</th>
<th>Total Space Monthly ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio</td>
<td></td>
<td></td>
<td></td>
<td>Indoor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-bedroom</td>
<td></td>
<td></td>
<td></td>
<td>Outdoor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two-bedroom</td>
<td></td>
<td></td>
<td></td>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three-bedroom</td>
<td></td>
<td></td>
<td></td>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four-bedroom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # of Units:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # Vacant Jan1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Calendar Year Income Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Potential Gross Income</th>
<th>Total Rent Concessions</th>
<th>Total Vacancies</th>
<th>Total Collection Loss</th>
<th>Total Parking Income</th>
<th>Total Other Income</th>
<th>Total Rent Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$(                            )</td>
<td>$(                      )</td>
<td>$(               )</td>
<td>$(                    )</td>
<td>$</td>
<td>$</td>
<td>$(                   )</td>
</tr>
</tbody>
</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></td>
<td></td>
</tr>
</tbody>
</table>

#### Management & Administrative
- Management Wages or Fee
- Legal & Accounting
- Security Wages
- Payroll
- Group Insurance
- Telephone
- Advertising
- Commissions
- Other

#### Maintenance & Cleaning
- Wages
- Supplies
- Maint. Service Contract Fee
- Grounds Keeping
- Rubbish Removal
- Snow Removal
- Exterminator
- Other:

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

#### Capital Improvements
- Description
- Tenant Improvements

#### 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
- Total
- Total
- Total
- 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: _______________

City of Medford Board of Assessors 61A Form. Expenses (1/2019) CONFIDENTIAL INFORMATION