



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 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

Property Location: _____	Apartment Use Property	Calendar Year 2022 for 1/1/2023
Parcel ID (Map & Block): _____	Rental Income Statement	City of Medford Fiscal Year 2024

Occupancy Information: Please attach 2017 Rent Roll or complete chart below.

Floor Level	# Bedrooms/ # Baths	Heat Incl. (Y/N)	Electricity Incl. (Y/N)	Monthly Rent \$	Annual Rent \$	Lease Or TAW	Furnished or Unfurnished	Parking Incl. (Y/N)

Property Summary	# of Units	Avg. Monthly Rent \$	Avg. Unit Size (sq.ft.)	Parking Information	Total # of Spaces	Single Space Monthly \$	Total Space Monthly \$
Studio				Indoor			
One-bedroom				Outdoor			
Two-bedroom				Total:			
Three-bedroom				Comments:			
Four-bedroom							
Total # of Units:							
Total # Vacant Jan1							

Calendar Year Income Summary

Total Potential Gross Income	Total Rent Concessions	Total Vacancies	Total Collection Loss	Total Parking Income	Total Other Income	Total Rent Collected
\$	(\$)	(\$)	(\$)	\$	\$	\$

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: _____