



Board of Assessors  
City of Medford  
85 George P. Hassett Dr. Room 109  
Medford, MA 02155  
Date: March 1, 2024

Parcel Information: \_\_\_\_\_

All information supplied is confidential and protected from public disclosure. [\[CH 59 §52B\]](#) Return this form within sixty (60) days.

Dear Property Owner:

The Board of Assessors is requesting INCOME AND EXPENSE information on COMMERCIAL, INDUSTRIAL, and APARTMENT (residential) properties to help us determine equitable values for assessment purposes. This request is for income and expense information relative to the operation of **real estate** and not the business use with the real estate.

We appreciate the cooperation shown to the Board in the past.

When determining income producing property values, the Board must weigh financial as well as physical attributes. By completing and returning the enclosed form, you help ensure the development of a sound basis to estimate the income approach to value. Please be aware that this information will be used only to determine 'market' income and expense levels for commercial and industrial properties and apartments. In accordance with State Law, all information listed on the forms is **not** available to the public for inspection. [\[CH 59 §52B\]](#)

While it is in the best interest of property owners to contribute to the establishment of fair assessments, Massachusetts Law also requires such disclosure:

[Section 38D of Chapter 59](#)

**Written Return of Information to Determine Valuation of Real Property**

A board of assessors may request the owner or lessee of any real property to make a written return under oath within *sixty days* containing such information as may reasonably be required by it to determine the actual fair cash valuation of such property.

Failure of an owner or lessee of real property to comply with such request within 60 days after it has been made by the board of assessors shall be automatic grounds for dismissal of a filing at the appellate tax board. The appellate tax board and the county commissioners shall not grant extensions for the purposes of extending the filing requirements unless the applicant was unable to comply with such request for reasons beyond his control or unless he attempted to comply in good faith. 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: Massachusetts General Law provides that failure to respond timely and accurately to this information request within sixty (60) days of the postmarked date shall cause you to lose your right to appeal your assessment.

The Board of Assessors thanks you for your cooperation.

---

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Property Location:</b> _____	<b>Apartment Use Property</b>	<b>Calendar Year 2023 for 1/1/2024</b>
<b>Parcel ID (Map &amp; Block):</b> _____	<b>Rental Income Statement</b>	<b>City of Medford Fiscal Year 2025</b>

Occupancy Information: Please attach 2023 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 :		Expenses for Calendar Year: 2023		
City of Medford	Location:	Landlord Amount \$	Tenant Amount \$	Tenant Amount \$
<u>Management &amp; Administrative</u>	<u>Maintenance &amp; 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 &amp; Alterations</u>	<u>Capital Improvements</u>			
Exterior	Description			
Interior				
Mechanical	Total			
Electrical	<u>Tenant Improvements</u>			
Plumbing	Description			
Total	Total			
<u>Utilities &amp; 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: \_\_\_\_\_