



**TOWN OF DOUGLAS
BOARD OF ASSESSORS**

Dear Taxpayer:

This information requisition form is issued pursuant to the full and fair cash valuation of your real property and is being made by the Board of Assessors, under M.G.L. Ch. 59 Sec. 61A, in response to the filing of an application for abatement for FY2023. This form must be completed in full and returned to the Assessors' Office 29 Depot Street Douglas, MA 01516 30 days after requested. It is suggested this request be filed with your abatement application. **Failure to comply within 30 days after the request and/or refusal to inspect the property shall bar any statutory appeal under this chapter unless the applicant was unable to comply for reasons beyond their control.**

ASSESSED OWNER: _____

PROPERTY LOCATION: _____

MAP & LOT NO: **FY2023 ASSESSED VALUE:**

TELEPHONE NUMBER: _____

Complete all sections which apply to your abatement application.

MARKET DATA

State your opinion of the full and fair cash value of your property as of 01/01/2022 and detail the facts that lead to the conclusion. \$_____ "Full and fair cash value" is defined as "100% of a property's fair market value, which is the price an owner willing, but not under compulsion, to sell, ought to receive from the one willing to buy not under compulsion, to buy."

(Bennett v. Board of Assessors of Whitman 354 Mass. 239, 240 (1966))

List at least three calendar year 2021 sales of comparable properties, which you have utilized to support your opinion of value. Be sure to use properties that are similar to yours in location, lot size, gross living area of the dwelling, age, quality and condition. These sales should also have occurred reasonably close to the assessment date.

List at least three assessments of comparable properties which you have utilized to support your contention of disproportionate assessment. Be sure to use properties that are similar to yours in location, lot size, gross living area of the dwelling, age, quality and condition.

	MAP LOT	STREET ADDRESS	LOT SIZE	SALE PRICE	SALE DATE	LIVING AREA	STYLE	YR BUILT	#of BED RMS	ASSESSED VALUE
SUBJECT										
COMP 1										
COMP 2										
COMP 3										

Has someone other than the Town valued your property in 2022 i.e. an appraisal for a bank or a comparative market analysis performed by a real estate broker? It should be as close to 01/01/2021 as possible. If the answer is yes, attach a copy of the report to this form.

State any current special circumstances or conditions, which you feel affects the fair market value of your home or anything further you wish the Board of Assessors to consider.

PROPERTY DESCRIPTION

Please describe the physical features of the subject property.

Style of Home _____ Year Built _____ # of Rooms _____ # of Bedrooms _____
of Full Baths _____ # of Half Baths _____ # of Fireplaces _____ # of Kitchens _____
Central AC (Y/N) _____ Central Vac (Y/N) _____ Type of Heat _____ Fuel Type _____
Square feet of Finished Living Area _____ Finished Basement (Y/N) _____ % finished _____
of Basement garages _____ Attached garage _____ sq ft _____ Detached Garage _____ sq ft _____

Overall Condition _____

Describe any yard items (i.e. pools, sheds etc.) include type of structure, age, size and condition.

SALES INFORMATION

Was this property purchased within the last two years? _____ If Yes, please fill out the following information regarding the purchase.

What type of property was purchased? Vacant Land _____ Single Family _____ Two Family _____ Condo _____
Commercial _____ Industrial _____ Month and year sales price was agreed upon _____

Did the seller finance any of the purchase price? Y/N _____ were there any sales or financing concessions? Y/N _____ If yes, please describe: _____

Was any of the purchase price paid in terms other than cash (such as trade)? Y/N _____ If yes, please state the terms _____

Was there any personal property (such as furnishings, machinery, livestock, etc.) included in the sales price? Y/N _____ If yes, please state the value of such items \$ _____ Please describe these items.

If any unpaid taxes or assessments or any expenses were assumed by the buyer and not included in the sales price, please state the amount \$ _____.

Please answer *Yes* or *No* to the following:

Was this a sale between relatives? _____ Was it a sale of an undivided interest? _____

A sale transfer between related parties (company sale etc.)? _____

A forced sale (auction, foreclosure, bank sale, bankruptcy, etc.) _____

If the purchase was for vacant land did the purchase price include a septic system or well? _____

If the property wasn't recently sold has the property been listed for sale within the past year? If the answer is yes, state the listing price here: \$ _____

COST DATA

State any new construction, alterations or rehabilitation such as new bathrooms, new kitchen, heating, electrical, additions, etc. performed on the property during the last five years.

Date Remodeled	Description of Construction	Cost of Project Constructed Renovations

LEASE & EXPENSE DATA

If any portion of the property is leased or rented, please supply the following information for two years prior to the Fiscal Year for which the Abatement Application applies. i.e. calendar years 2020 and 2021 for FY 2023.

- Calendar year 2020 and 2021 rent for each tenant, including length of lease, lease date, renewal options, guaranteed rental, renewal rate, overage terms, gross leasable area (sq ft), per square foot rent.
- The expenses paid by each tenant, including but not limited to real estate taxes, heat, air condition, electricity, cleaning, plowing rubbish removal, building insurance, repairs and maintenance, property management (itemized). Please also include overage clauses.
- The expenses paid by the owner for each of the above categories as well as, interest, depreciation and any other expenses related directly to the property (itemized).
- The total income for the property by calendar year, and if applicable the total gross sales at the property location.

Do you want to meet with the Board of Assessors to discuss your application for abatement? _____

I HEREBY CERTIFY THAT ALL STATEMENTS ON THIS INFORMATION FORM ARE ACCURATE AND TRUE, AND AGREE THAT THEY ARE MADE SUBJECT TO THE PAINS AND PENALTIES OF PERJURY.

Signed: _____ Date: _____