OFFICE OF THE
BOARD OF ASSESSORS
CITY OF QUINCY, MASSACHUSETTS
CITY HALL
1305 HANCOCK ST., QUINCY, MA 02169 617-376-1183

Dear Taxpayer:

The Board of Assessors wishes to give consideration to all applications for abatement of real estate taxes filed for fiscal year 2010. However, a section of the General Laws of Massachusetts will prevent action by the Board on your application unless action is taken within three months from the date of the filing of the application. A provision of this same law does allow the Assessors to act on an application beyond the three month period with WRITTEN CONSENT by the taxpayer.

In order to prevent as much inconvenience to the TAXPAYER as possible, we are attaching a copy of the consent agreement so that, if you wish, it may be signed and filed by you at the time of the filing of the application.

Failure to consent to this extension would mean that no action can be taken by the Assessors after the three months from the filing date has passed.

Cordially yours,

BOARD OF ASSESSORS

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In accordance with the provisions of the Massachusetts General Laws, Chapter 59, Section 64, I/we hereby consent to an additional three months beyond the three (3) months provided by application for the abatement of the tax for the fiscal year 2010, on my/our real estate located at

_____

Quincy, Massachusetts.

In understand that I/we still have the statutory right to appeal any abatement allowed or denied by the Board of Assessors for a period of three months from the date of such action. This further appeal, if necessary is to be filed with the Appellate Tax Board, 100 Cambridge St., 2nd Floor, Room 200, Boston, MA. 02114. Tel. No. 617-727-3100.

Signed_____

_____

_____

Tel. #_____

PLEASE SIGN AND RETURN THIS SHEET WITH APPLICATION

Return to: City of Quincy
Assessors Office
1305 Hancock Street
Quincy, MA 02169

Dear Property Owner or Lessee:

This data requested herein is to help us determine equitable values for assessment purposes. The Assessing Department requests you to supply the following applicable information. Income and expense data is not a matter of public record and is held in strict confidence. Additional remarks may be attached on a separate sheet. Please respond within 60 days. Failure to supply the requested information may result in a less than equitable assessment and also the loss of statutory rights of appeal.

Board of Assessors

PROPERTY DATA	MAP/PLOT/LOT	ACCOUNT NO.

PROPERTY NAME: _____
PROPERTY ADDRESS: _____

1. GROSS BLDG. AREA	SF	4. NO. OF UNITS	
2. NET LEASABLE AREA	SF	5. LAND AREA	
3. OWNER OCCUPIED AREA	SF	6. BLDG. AGE	

INCOME	INCOME DATA	YR 2007	YR 2008
7. Apartment Rentals		$	$
8. Office Rentals		$	$
9. Retail Rentals		$	$
10. Industrial/Warehouse/Garage Rentals		$	$
11. Room Rentals		$	$
12. Other Rentals		$	$
13. **Parking Rental**		$	$
14. Boat Slip Rentals		$	$
15. Total Potential Income (add lines 7 to 14)		**$**	**$**
16. Loss due to Vacancy & Bad Debt		$	$
17. Effective Annual Income (line 15 minus line 16)		**$**	**$**
18. Expense Reimbursements		$	$
EXPENSES			
19. Management		$	$
20. Leasing Fees/Commissions/Advertising		$	$
21. Legal/Accounting		$	$
22. Heat/Air Conditioning		$	$
23. Electricity		$	$
24. Other Utilities		$	$
25. Payroll (except mgmt.)		$	$
26. Supplies (janitorial, etc.)		$	$
27. Maintenance & Repairs		$	$
28. Common Area Maintenance		$	$
29. Elevator Maintenance		$	$
30. Snow/Trash Removal		$	$
31. Other (Specify _____)		$	$
32. Other (Specify _____)		$	$
33. Fire/Liab. Insurance		$	$
34. Reserves for Replacement		$	$
35. Security		$	$
36. TOTAL EXPENSES (Add lines 19 to 35)		**$**	**$**
37. NET OPERATING INCOME (Line 17 & 18 minus line 36)		**$**	**$**
38. Real Estate Taxes		$	$
39. Mortgage Payments (Principle and Interest)		$	$

Signed: _____ Dated: _____
Signature of Owner or Preparer

_____
Print Name and Title
Tel. No. with Area Code (_____-_____) FAX No. with Area Code (_____-_____)

ANNUAL RENTAL DATA

TENANT'S NAME:	LEASABLE AREA SF	TYPE OF LEASE OR TAW	TERM OF LEASE: FROM:	TO:	ANNUAL BASE RENT	ANNUAL ADDITIONAL PAYMENTS	ANNUAL AVG. VACANCY
1							
2							
3							
4							
5							
6							
7							
8							

MARKET DATA

Purchased Land Only $_____ Purchased Land & Bldgs. $_____

Date of Purchase _____ Cash Down Payment $_____

Mortgage $_____ Interest Rate _____ % Term/Years _____

Other Mortgage $_____ Interest Rate _____ % Term/Years _____

Did purchase price include payment for furniture? $_____ or Equipment? $_____

Has property been listed for sale since your purchase? $_____ - _____

(Asking Price) (Date Listed)

Remarks (circumstances or reasons for purchase): _____

_____

COST DATA	COST	YEAR	DIMENSIONS	COMMENTS
SITE IMPROVEMENTS	$			
BUILDINGS	$			
ADDITIONS	$			
REMODELING	$			

INCOME-APARTMENT BLDGS, HOTEL/MOTEL, BOAT SLIPS, BILLBOARDS

TYPE	NO.	$ PER MONTH/DAY
	_____	@ $_____
EFFICIENCY	_____	@ $_____
	_____	@ $_____
	_____	@ $_____
1 BEDROOM	_____	@ $_____
(SINGLE)	_____	@ $_____
2 BEDROOM	_____	@ $_____
(DOUBLE)	_____	@ $_____
3 BEDROOM	_____	@ $_____
(TRIPLE)	_____	@ $_____
JANITOR/MANAGER	_____	@ $_____
GARAGE/CARPORT	_____	@ $_____
OTHER INCOME	_____	@ $_____
BOAT SLIPS	_____	@ _____ PER FT
(# AND AMOUNT PER SLIP)		
TOTAL SLIP RENTAL INCOME		$_____
BOAT REPAIRS		$_____
BOAT STORAGE		$_____
BILLBOARDS		$_____

_____

CHECK EXPENSE RESPONSIBILITIES

	TENANT	OWNER
CLEANING	_	_
RUBBISH REMOVAL	_	_
BUILDING MAINT	_	_
PARKING LOT MAINT	_	_
INSURANCE	_	_
REAL ESTATE TAXES	_	_
HEATING	_	_
AIR CONDITIONING	_	_
ELECTRIC	_	_
WATER	_	_
RANGE	_	_
REFRIGERATOR	_	_
DISHWASHER	_	_
DISPOSAL	_	_
CARPET	_	_
DRAPES	_	_
FURNITURE	_	_
_____	_	_
_____	_	_

State Tax Form 128
Revised 12/2000

The Commonwealth of Massachusetts
QUINCY
Name of City or Town

Assessors' Use only
Date Received
Application No.

APPLICATION FOR ABATEMENT OF ☒ REAL PROPERTY TAX ☐ PERSONAL PROPERTY TAX

FISCAL YEAR 2010
General Laws Chapter 59 §59

THIS APPLICATION IS NOT OPEN TO PUBLIC INSPECTION (See General Laws Chapter 59 §60)

Return to: Board of Assessors
Must be filed with assessors not later than due date of first actual (**not** preliminary) tax payment for fiscal year. DUE ON OR BEFORE FEBRUARY 1, 2010

INSTRUCTIONS: Complete **BOTH** sides of application. Please print or type.

A. TAXPAYER INFORMATION.

Name(s) of assessed owner: _____

Name(s) and status of applicant (if other than assessed owner) _____

☐ Subsequent owner (acquired title after January 1) on _____, _____

☐ Administrator/executor. ☐ Mortgagee.

☐ Lessee. ☐ Other. Specify.

Mailing address _____ Telephone No. ( ) _____
No. Street City/Town Zip Code

Social Security No. _____ (optional) Amounts and dates of tax payments _____

B. PROPERTY IDENTIFICATION. Complete using information as it appears on tax bill.

Tax bill no. _____ Assessed valuation $ _____

Location _____
No. Street

Description _____

Real: _____ Parcel identification no. (map-block-lot) _____ Land area _____ Class _____

Personal: _____ Property type(s) _____

C. REASON(S) ABATEMENT SOUGHT. Check reason(s) an abatement is warranted and briefly explain why it applies. Continue explanation on attachment if necessary.

☐ Overvaluation ☐ Incorrect usage classification

☐ Disproportionate assessment ☐ Other. Specify.

Applicant's opinion of: Value $ _____ Class _____

Explanation _____

FILING THIS FORM DOES NOT STAY THE COLLECTION OF YOUR TAXES. TO AVOID LOSS OF APPEAL RIGHTS OR ADDITION OF INTEREST AND OTHER COLLECTION CHARGES, THE TAX SHOULD BE PAID AS ASSESSED.

THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE

D. SIGNATURES.

Subscribed this _____ day of _____ , _____ Under penalties of perjury.

Signature of applicant _____

If not an individual, signature of authorized officer _____

Title

_____ ( )

(print or type) Name Address Telephone

If signed by agent, attach copy of written authorization to sign on behalf of taxpayer.

TAXPAYER INFORMATION ABOUT ABATEMENT PROCEDURE

REASONS FOR AN ABATEMENT. An abatement is a reduction in the tax assessed on your property for the fiscal year. To dispute your valuation or assessment or to correct any other billing problem or error that caused your tax bill to be higher than it should be, you must apply for an abatement.

You may apply for an abatement if your property is: 1) overvalued (assessed value is more than fair cash value on January 1 for any reason, including clerical and data processing errors or assessment of property that is non-existent or not taxable to you), 2) disproportionately assessed in comparison with other properties, 3) classified incorrectly as residential, open space, commercial or industrial real property, or 4) partially or fully exempt.

WHO MAY FILE AN APPLICATION. You may file an application if you are:

- the assessed or subsequent (acquiring title after January 1) owner of the property,
- the owner's administrator or executor,
- a tenant paying rent who is obligated to pay more than one-half of the tax,
- a person owning or having an interest or possession of the property, or
- a mortgagee if the assessed owner has not applied.

In some cases, you must pay all or a portion of the tax before you can file.

WHEN AND WHERE APPLICATION MUST BE FILED. Your application must be filed with the board of assessors on or before the date the first installment payment of the actual tax bill mailed for the fiscal year is due, unless you are a mortgagee. If so, your application must be filed between September 20 and October 1. Actual tax bills are those issued after the tax rate is set. Applications filed for omitted, revised or reassessed taxes must be filed within 3 months of the date the bill for those taxes was mailed. THESE DEADLINES CANNOT BE EXTENDED OR WAIVED BY THE ASSESSORS FOR ANY REASON. IF YOUR APPLICATION IS NOT TIMELY FILED, YOU LOSE ALL RIGHTS TO AN ABATEMENT AND THE ASSESSORS CANNOT BY LAW GRANT YOU ONE. TO BE TIMELY FILED, YOUR APPLICATION MUST BE (1) RECEIVED BY THE ASSESSORS ON OR BEFORE THE FILING DEADLINE OR (2) MAILED BY UNITED STATES MAIL, FIRST CLASS POSTAGE PREPAID, TO THE PROPER ADDRESS OF THE ASSESSORS ON OR BEFORE THE FILING DEADLINE AS SHOWN BY A POSTMARK MADE BY THE UNITED STATES POSTAL SERVICE.

PAYMENT OF TAX. Filing an application does not stay the collection of your taxes. In some cases, you must pay the tax when due to appeal the assessors' disposition of your application. Failure to pay the tax assessed when due may also subject you to interest charges and collection action. To avoid any loss of rights or additional charges, you should pay the tax as assessed. If an abatement is granted and you have already paid the entire year's tax as abated, you will receive a refund of any overpayment.

ASSESSORS DISPOSITION. Upon applying for an abatement, you may be asked to provide the assessors with written information about the property and permit them to inspect it. Failure to provide the information or permit an inspection within 30 days of the request may result in the loss of your appeal rights.

The assessors have 3 months from the date your application is filed to act unless you agree in writing before that period expires to extend it for a specific time. If the assessors do not act on your application within the original or extended period, it is deemed denied. You will be notified in writing whether an abatement has been granted or denied.

APPEAL. You may appeal the disposition of your application. The disposition notice will provide you with further information about the appeal procedure and deadline.

DISPOSITION OF APPLICATION (ASSESSORS' USE ONLY)

Ch 59 §61A return
Date sent _____
Date returned _____
On-site inspection
Date _____
By _____

GRANTED ☐
DENIED ☐
DEEMED DENIED ☐

Date voted/Deemed denied _____
Certificate No. _____
Date Cert./Notice sent _____

Data changed _____

Appeal _____
Date filed _____
Decision _____

Valuation _____

Settlement _____

Assessed value _____
Abated value _____
Adjusted value _____
Assessed tax _____
Abated tax _____
Adjusted tax _____

Board of Assessors

_____
_____
_____

Date: _____