

OFFICE OF THE  
BOARD OF ASSESSORS

Peter E. Moran, Chairperson  
Marion A. Fantucchio, MAA  
James P. Papile, Assessor



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## City of Quincy

March 1, 2013

Dear Taxpayer:

Enclosed is a blank Form Of List for **Fiscal Year 2014**. The **Form of List** is required to be submitted to the Board of Assessors each year, as stated by Massachusetts General Law Chapter 59, Section 29, by March 1<sup>st</sup>. Please complete this form, sign the back, and return it to the Assessor's Office, **no later than March 1, 2013**. **Due to a delay in this mailing, we are extending the filing date to April 1, 2013.**

If you are no longer in business in the City of Quincy, please indicate the date of dissolution at the top of the **Form of List**, sign the form and return it to the Assessor's Office to prevent receiving future bills. If you sold the business, please give the date of sale and the name and mailing address of the new owner.

**\*\*\*Please Note: Assessments for Personal Property are as of January 1<sup>st</sup> of each year. So, if you dissolved or sold the business after January 1, 2013, you are still responsible for the Personal Property bill for Fiscal Year 2014. The law has no provision for the prorating of the bill because of dissolution of the business or sale. Please bring this to your attorney's attention prior to closing or selling any business.**

Please take the time to complete the **Form of List**. Indicate any additions or deletions that occurred during calendar year 2012 and provide, if applicable, any supporting documentation (i.e. purchase and sales, appraisal, lease agreements, etc.) This will help us to assess you correctly and prevent future problems. If you have any questions, do not hesitate to call the Assessor's Office.

Instructions for completing this form are on Page 2 of the schedule. **Please list all items of Personal Property. DO NOT INDICATE "SAME AS LAST YEAR" OR "NO CHANGE"**. You may attach copies of your asset detail from your Federal or State tax filing, (or attach a spreadsheet) as long as the information includes the year of purchase and the purchase price; and for Inventory include a copy of your Schedule C from your tax return. Also note that the assessment date for Fiscal Year 2014 is January 1, 2013; list only assets owned or held on that date. **The form must be returned to the Assessor's Office by April 1, 2013.** If you have any questions, please contact Jeanne Falcione, Principal Clerk, at 617-376-1181.

Thank you for your cooperation.

Very truly yours,

BOARD OF ASSESSORS

*Peter E. Moran*  
Chairman

Enc.