

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 2015. 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.

This application must be filed in the Assessors Office no later than February 2, 2015 or have a US Post Office postmark of no later than February 2, 2015. Do not put in City Hall Drop Box for payments or mail in with tax payments. This will result in a late filing or no receipt of the filing.

Cordially yours,

BOARD OF ASSESSORS

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 2015, on my/our real estate located at

Quincy, Massachusetts.

I 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 Street, 2nd Floor, Suite 200, Boston, MA 02114 -2509, Tel. 617-727-3100.

Signed _____

Tel.# _____

PLEASE SIGN AND RETURN THIS SHEET WITH APPLICATION

Assessors

Instruction / Guidelines for providing Comparable sales to support your abatement application

The Massachusetts Department of Revenue requires Assessors to assess real property at its full and fair cash value, as of the valuation date. Fiscal Year 2015 values are based on 2013 calendar year sales.

The following guidelines are designed to help the applicant complete the abatement application in a manner that will provide the required support for the applicant's estimate of their property value.

Your property assessment is comprised of the following components;

LOCATION/LAND VALUE + BUILDING VALUE + EXTRA FEATURES + OUTBUILDINGS

1. **LOCATION-** the City of Quincy has 11 different neighborhood curves. It is important that the comparables you select are located near or within the subject neighborhood. Homes on side streets should not be compared to homes on busy streets.
Waterfront Property- If your home is waterfront property, the comparable sales you provide must also be waterfront sales.
View water- If your home has a water view or ocean view, the comparables should also have a similar water view.
2. **LAND-** the size and topography of your lot should be similar to the comparables you provide. Similar zoning is important, as Residential "A" requires 7,650 Sf. and residential "B" requires a 6,750 Sf. minimum lot and Residential "B" also allows multi-family homes.
3. **YEAR BUILT/CONDITION-** The comparables provided should be of similar age. New homes do not compare well to older homes, due to the age / life depreciation factors. The Assessors may require an interior inspection prior to a decision on your abatement.
4. **STYLE/SIZE-** The comparables you provide must be similar to the subject property. The rule is Apples to Apples. Common Styles are Cape, Colonial, Conventional, Bungalow, Ranch, Raised Ranch, Contemporary, and Tudor. The comparable living area should also be very similar to your home.
5. **INSIDE STRUCTURE-** The total room count and bedroom count should be similar. Adjustments can be made for number of bathrooms and number of bedrooms. Second kitchens or finished basements require an adjustment.

Sales Comparison Approach- "Apples to Apples". Fiscal Year 2015 values are based on 2013 sales, so the comparable sales you reference need to have sold between 01/01/2013 & 12/31/2013. Comparables should be of similar design and location. To determine the value implication of the comparables you provide, adjustments for physical differences will be applied by the Assessors.

DEAR TAXPAYER:

IN ACCORDANCE WITH CHAPTER 59, SECTION 61A THE BOARD OF ASSESSORS REQUESTS THAT YOU COMPLETE THE FOLLOWING PROPERTY VERIFICATION FORM SO THAT THE PROPERTY RECORD CARD MAY BE REVIEWED FOR ANY INACCURACIES THAT MAY AFFECT THE VALUE.

- (CAPE-RANCH-COLONIAL-OTHER)
1. HOUSE STYLE _____ NUMBER OF STORIES _____ NUMBER OF APTS. _____
EXTERIOR: WOOD _____ BRICK _____ VINYL _____ ALUM _____
AGE OF HOUSE: _____
2. HAS THE PROPERTY BEEN REMODELED IN THE LAST 10 YEARS? _____ IF YES, BRIEFLY EXPLAIN:

3. TOTAL NUMBER OF ROOMS (EXCLUSIVE OF BATHROOMS & BASEMENT ROOMS) _____
4. NUMBER OF BATHROOMS #FULL _____ #HALF _____
5. NUMBER OF BEDROOMS _____
6. DOES THE PROPERTY HAVE A FULL BASEMENT _____ YES _____ NO
7. HOW MUCH OF THE BASEMENT IS FINISHED? _____ %LVG AREA _____ %REC ROOM _____ %
8. IS THERE A WALK IN ATTIC? _____ IF YES, IS ANY OF THE ATTIC FINISHED LIVING SPACE? _____ YES
_____ NO _____ %FINISHED
9. NUMBER OF FIREPLACES? _____
10. HEAT: TYPE: _____ FUEL _____ CENTRAL AIR CONDITIONING _____ YES _____ NO
11. GARAGE: ATTACHED _____ DETACHED _____ GARAGE UNDER _____ SIZE _____
12. BREEZEWAY: _____ SIZE _____ BARN _____ SIZE _____ CARPORT _____ SIZE _____ SHED _____ SIZE _____
PORCH: ENCLOSED _____ SIZE _____ SCREEN _____ SIZE _____ OPEN _____ SIZE _____
DECK: _____ SIZE _____
13. POOL: ABOVE GROUND _____ IN GROUND _____ SIZE _____
14. DOES YOUR LOT HAVE ANY FACTORS WHICH YOU FEEL AFFECT ITS VALUE? _____

15. A. DATE OF PURCHASE _____ SALES PRICE _____ YES NO
B. AT THE TIME OF PURCHASE DID ANY OF THE FOLLOWING APPLY? (CHECK ONE)
- | | | |
|--|-------|-------|
| 1. BUYING FROM A RELATIVE | _____ | _____ |
| 2. BUYING A PROPERTY WHICH WAS ON THE MARKET FOR MORE THAN 9 MONTHS | _____ | _____ |
| 3. BUYING A PROPERTY WHERE THE SELLER TOOK BACK A MORTGAGE | _____ | _____ |
| 4. FORECLOSURE OR PROPERTY BROUGHT AT AUCTION
IF YES TO ANY OF THE ABOVE, PLEASE EXPLAIN BELOW: | _____ | _____ |
- _____

16. WERE THERE ANY OTHER SPECIAL CIRCUMSTANCES WHICH AFFECTED THE PRICE? _____
IF YES, PLEASE EXPLAIN BELOW:

OVERVALUATION CLAIMS ARE BASED ON 1 OF 2 REASONS

- A. OVERVALUATION BASED ON SALES MARKET ACTIVITIES.**
- B. OVERVALUATION BASED ON ASSESSED VALUES OF SIMILAR PROPERTIES.**

UPON FILING EITHER (OR BOTH) CLAIMS, 3 PROPERTIES OF COMPARISON SHOULD BE SUBMITTED.

- A. SALES MARKET COMPARABLE PROPERTIES. SALES LISTED MUST HAVE OCCURRED IN CALENDAR YEAR 2013.**

	1ST SALE	2ND SALE	3RD
BUYER			
SELLER			
LOCATION			
MAP/PLOT/LOT			
SALES PRICE			
SALES DATE			
BOOK/PAGE			

- B. SIMILAR PROPERTIES COMPARED BY VALUE.**

LOCATION/ADDRESS	MAP/PLOT/LOT	ASSESSED VALUE	OWNER

ADDITIONAL COMMENTS _____

Assessors' Use only
Date Received
Application No.

APPLICATION FOR ABATEMENT OF REAL PROPERTY TAX
 PERSONAL PROPERTY TAX

FISCAL YEAR 2015

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.

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

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 ID (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 on it 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 to the Appellate Tax Board, or if applicable, the County Commissioners. The appeal must be filed within 3 months of the date the assessors acted on your application, or the date your application was deemed denied, whichever is applicable. 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	GRANTED <input type="checkbox"/>	Assessed value	_____
Date sent _____	DENIED <input type="checkbox"/>	Abated value	_____
Date returned _____	DEEMED DENIED <input type="checkbox"/>	Adjusted value	_____
On-site inspection		Assessed tax	_____
Date _____		Abated tax	_____
By _____	Date voted/Deemed denied _____	Adjusted tax	_____
	Certificate No. _____		
	Date Cert./Notice sent _____		Board of Assessors
Data changed _____	Appeal _____		_____
	Date filed _____		_____
Valuation _____	Decision _____		_____
	Settlement _____	Date:	_____