

City of Somerville

**Assessor's Office**

*Fiscal Year 2016 Request Requiring Calendar 2014 Information*

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<b>Prop Location:</b>	<b>COMMERCIAL &amp; INDUSTRIAL PROPERTY</b>	<b>Income for Calendar Year: 2014</b>
<b>Map/Blk/Lot:</b>	<b>Lease / Rental Terms</b>	<b>City of Somerville, Ma.</b>
<i>Please fill in property location above</i>		
<b>Owner Occupied: Yes _____ No _____</b>		

Tenant Name	Type of Use	Floor Level	Leased Area (Sq. Ft.)	Lease Type Gross, Net Or NNN	Lease Start Date (Month/Yr)	Lease End Date (Month/Yr)	Length of Lease in Years	Overage or Percentage	Escalation Clause	Monthly Rent 2014	Annual Rent as of December 31, 2014

**OTHER INCOME: Zip Cars, Cell Towers, Satellites, Billboards, Vending, Misc. and Parking**

Source	Monthly Amount	Annual Collected	Comments:
	\$	\$	
	\$	\$	
	\$	\$	

**Calendar Year Income Summary**

Total Potential Gross Income 2014	Total Concessions 2014	Total Vacancies 2014	Total Collection Loss 2014	Total Parking Income 2014	Total Other Income 2014	Total Rent Collected 2014
\$	(\$ )	(\$ )	(\$ )	\$	\$	\$

### Annual Expenses for All Property Uses

Prop Location:	City of Somerville, Ma		Expenses for Calendar Year: 2014		
Please fill in location of property.	Landlord Amount	Tenant Amount	DUE APRIL 30, 2015	Landlord Amount	Tenant Amount
Management & Administrative			Maintenance & Cleaning		
Management Wages or Fee	\$	\$	Outside Wages	\$	\$
Legal & Accounting Costs	\$	\$	Supplies	\$	\$
Outside Security Wages	\$	\$	Service Contract Fees	\$	\$
Payroll Associated with Property	\$	\$	Grounds Keeping	\$	\$
Group Insurance for Property Payroll	\$	\$	Rubbish Removal	\$	\$
Telephone	\$	\$	Snow Removal	\$	\$
Advertising	\$	\$	Exterminator	\$	\$
Commissions (Rentals)	\$	\$	Other	\$	\$
Other Misc. Costs	\$	\$		\$	\$
Total	\$	\$	Total	\$	\$
Basic Repairs & Alterations			Capital Improvements		
Exterior	\$	\$	Description		
Interior	\$	\$	Interior	\$	\$
Mechanical	\$	\$		\$	\$
Electrical	\$	\$	Exterior	\$	\$
Plumbing	\$	\$		\$	\$
Total	\$	\$	Total	\$	\$
Utilities			Other Expenses		
Gas (Heat)	\$	\$	Real Estate Taxes	\$	\$
Oil (Heat)	\$	\$	Reserve for Replacement	\$	\$
Electricity	\$	\$	Apartments for Employees	\$	\$
Water	\$	\$	Insurance (1 yr. Premium)	\$	\$
Sewer	\$	\$		\$	\$
Total	\$	\$	Total	\$	\$

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:  
 Submitted by Title: \_\_\_\_\_ Daytime phone: (\_\_\_\_) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/15  
 For Property Location: \_\_\_\_\_, in Somerville, Ma. / Print Name: \_\_\_\_\_



Board of Assessors  
City of Somerville  
93 Highland Avenue  
Somerville, Ma. 02145

March 2015

Parcel Information:

All information supplied is confidential and protected from public disclosure. [CH 59 S52B] Return this form within sixty (60) days. **Due April 30, 2015**

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 S52B]

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.

**If an owner or lessee of Class one, residential (e.g. apartment) property fails to submit the information within the time and in the form prescribed, the owner shall be assessed an additional penalty for the next ensuing tax year in the amount of \$50 but only if the board of assessors informed the owner or lessee that failure to submit such information would result in the penalty.**

OVER

**If an owner or lessee of Class three, commercial or Class four, industrial property** fails to submit the information within the time and in the form prescribed, the owner or lessee shall be assessed an additional penalty for the next ensuing tax year in the amount of **\$250** but only if the board of assessors informed the owner or lessee that failure to so submit such information would result in the penalty.

Please note: Massachusetts General Law provides that failure to respond timely and accurately to this information request by **April 30, 2015** shall cause you to lose your right to appeal your assessment.

The Board of Assessors thanks you for your cooperation.

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

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

Signature: \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/2015