



Board of Assessors
Town of Hanson
542 Liberty St
Hanson, MA 02341
Date: December 15, 2019

COMMERCIAL

Parcel Information: «Parcel_ID» «Location»

«Owner»
«Mailing_St»
«Mailing_City», «State» «Zip»

All information supplied is confidential and protected from public disclosure. [\[CH 59 §52B\]](#) Return this form within sixty (60) days.

Dear Property Owner:

The Hanson Board of Assessors requests the following **Income and Expense** information for Commercial and Industrial Properties as part of the mandated Revaluation Project for the most recent calendar year **2019**.

This information is necessary to determine the upcoming **Fiscal Year 2021** property valuations. By completing the enclosed forms, you will help reflect the economic conditions within the community, which will become the basis for utilizing the income approach to value. The information you provide will remain **confidential** and will be considered, with all other information gathered, in order to establish uniform guidelines to be equitable throughout the community.

We request this information under the authority of Massachusetts General Laws, Chapter 59; Section 38D, which states in summary:

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 a request within sixty 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 purpose 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 three, commercial or Class four, industrial or Class zero, multiple-use property (predominantly Commercial) fails to submit the information within the time and in the forms 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 submit such information would result in the penalty. **The Hanson Board of Assessors intends to assess penalties in accordance with the statute, (Ch 59;S38D).**

Please return the completed statement to the Assessors' Office no later than the deadline of March 1.

The Board of Assessors thanks you for your cooperation.

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

Submitted by: _____ Title: _____ Phone: _____

Signature: _____ Date : ____/____/____

Email: _____

Please fill out the Income & Expense Summary Report & (Schedules C and B located inside booklet) then Sign the front page and timely return to the Assessors Office

ANNUAL INCOME AND EXPENSE SUMMARY REPORT

Parcel ID: «Parcel_ID»		Calendar Year: 2019	
Property Address: «Location»		Mailing Address:	
Owner: «Owner»		City/State/Zip:	
1. Primary Property Use: Apartment___ Office:___ Retail___ Industrial___ Mixed Use___ Other___			
2. Gross Building Area (SF)		6. Number of Residential Units	
3. Net Leasable Area (SF)		7. Number of Onsite Parking	
4. Owner Occupied Area (SF)		8. Actual Year Built	
5. Common Area (SF)		9. Most Recent Year Remodeled	

ANNUAL INCOME		ANNUAL EXPENSES	
10.	\$	22. Advertising	\$
11. Office Rentals (Sched. B)	\$	23. Cleaning and Maintenance (Includes Snow Removal and Trash Removal)	\$
12. Retail Rentals (Sched. B)	\$	24. Commissions/Leasing Fees	\$
13. Industrial Rentals (Sched. B)	\$	25. Insurance (Building Only)	\$
14. Mixed Use Rentals (Sched. C)	\$	26. Professional & Legal Fees	\$
15. Other Rentals	\$	27. Management Fees	\$
16. Parking Rentals	\$	28. Repairs and Maintenance	\$
17. Common Area Maint. (CAM)	\$	29. Supplies	\$
18. Other Property Income (billboard, rooftop cell tower, etc.)	\$	30. Utilities (all utilities paid by owner)	\$
19. Total Potential Gross Income	\$	31. Other	\$
20. Vacancy and Collection Loss	\$	32. Reserves for Replacement	\$
21. Effective Gross Annual Income <i>(Subtract Line 20 from Line 19)</i>	\$	33. Total Expenses <i>Add lines 22 to 32</i>	\$

The above identified property is owner occupied _____

The above identified property is leased to a related person, corporation, or business entity _____

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SCHEDULE B: COMMERCIAL & INDUSTRIAL RENTAL INCOME

Property Location:	COMMERCIAL & INDUSTRIAL PROPERTY	Income for Calendar Year: 2019
Assessing Parcel ID:	Lease / Rental Terms	Submitted By:

Tenant Name	Use	Floor Level	Leased Area (Sq. Ft.)	Gross, Net Or NNN	Lease Start Date (Month/Yr)	Lease End Date (Month/Yr)	Renewal Options	Overage or Percentage	Escalation Clause	Monthly Rent	Annual Rent

OTHER INCOME: Cell Towers, Billboards, Vending, Parking, Other

<i>Source</i>	Monthly Amount	Annual Collected	<i>Comments:</i>
	\$	\$	
	\$	\$	

SCHEDULE C: Mixed Use Rental Income

Property Location:	Mixed Use Property	Calendar Year: 2019
Assessing Parcel ID:	Rental Income Statement	Submitted By:

Commercial Lease : Please provide information on current leases as of January 1st.					Lease Terms			
Floor Level	Tenant Name	Type of Space	Leased Area (Sq. ft.)	Rent per SF on Jan. 1st	Annual Rent	Start Date (Mo/Yr)	Term in years	Basis Gross, Net, NNN
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			
				\$	\$			

Residential Rental Information: Please provide the following rental information:

Unit Type	No. of Units	Room Count		Monthly Rent		Typical Lease Term	Includes the following:
	Total	Rooms	Bath-room	Per Unit	Total	Lease or Tenant at Will (TAW)	W: Water Sewer E: Electricity Heat: Oil/Gas/Elec Other: Explain
Studio							
1 Bedroom							
2 Bedroom							
3 Bedroom							
4 Bedroom							
Garage Parking Space							
Outdoor Parking Space							