



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

Parcel Information: «Parcel_ID» «Location»

RESIDENTIAL

«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 Residential 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 one, residential (e.g. apartment) or Class zero, Multiple-Use property (Predominantly Residential) 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. **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: ____/____/____

Fill out & sign Income & Expense Summary Report & Schedules A & C, then timely sign & return to the Assessors Office

COPY AND ATTACH ADDITIONAL PAGES (IF NEEDED)

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 _____

Fill out & sign Income & Expense Summary Report & Schedules A & C, then timely sign & return to the Assessors Office

COPY AND ATTACH ADDITIONAL PAGES (IF NEEDED)

SCHEDULE A & C Residential & Mixed Use Rental Income

Property Location: «Location»	Mailing Address if different from location:	Calendar Year: 2019
Map & Lot: «Parcel_ID»		

If there is not enough room on the table below, please attach an additional sheet to this form.

Residential Rental Information: Please provide the following rental information:

Unit Type	No. of Units		Room Count		Monthly Rent		Typical Lease Term	Utilities (list) <small>W: Water Sewer, E: Electricity, Heat: Oil/Gas/Electric, Other: Explain</small>	
	Rented	Vacant	Rooms	Bathroom	Per Unit	Total	Lease or Tenant at Will (TAW)	Tenant Pays (list)	Owner's Pays (list)
<i>Single Rm Occupancy (SRO)</i>									
Studio									
1 Bedroom									
2 Bedroom									
3 Bedroom									
4 Bedroom									
Other Rentable Units (Furnished Units)									
Owner/Manager/Janitor Occupied									
SUBTOTAL									
Garage Parking Space			 	 					
Outdoor Parking Space			 	 					
TOTAL									

If applicable, please check below:

*The above identified property is **owner occupied*** _____

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

Fill out & sign Income & Expense Summary Report & Schedules A & C, then timely sign & return to the Assessors Office
COPY AND ATTACH ADDITIONAL PAGES (IF NEEDED)

Property for which a report must be filed: All property which is rented or leased, including but not limited to, apartment, office, retail, industrial, warehouse, commercial or mixed-use property. If a property is partially rented and partially owner occupied this report must be filed. Each summary page should reflect information for a single property based on the calendar year of **2019**. If you own more than one rental property, you must file a separate report for each property. If the property is owner-occupied and there is no rent of any type received for the property, or if the rental is between related parties, one should complete the owner and address information on the top of the "Annual Income and Expense Summary Report", and check the appropriate reason at the bottom of the page.

How to file: Information is filed on an annual basis. This filing is for income and expense information for the period from **01/01/2019** through **12/31/2019**. An "Annual Income and Expense Summary Report" and the appropriate Schedule (s) must be completed for all real property that produces rental income.

1. **Schedule C: Mixed Use Income**
2. **Annual Income and Expense Summary Report:** Under Annual Income and Expenses, list the total amounts of income and operating expenses on the lines provided.

THIS INFORMATION WILL BE HELD CONFIDENTIAL. ANY INFORMATION RELATED TO THE ACTUAL RENTAL AND RENTAL- RELATED INCOME AND OPERATING EXPENSES SHALL NOT BE PUBLIC RECORD.

SCHEDULE INSTRUCTIONS

Use **Schedule C** for Mixed Use Property: The total units of a mixed use property should include both apartment and non-apartment units.

INCOME INSTRUCTIONS

- Item 10-17: Enter total of potential annual rents for all rental units as if 100% occupied and collected. You must complete and attach Schedule A and/or Schedule B &C.
- Item 18: Enter additional income received from items such as, billboard rental income, rooftop cell tower rental income, laundry, etc.
- Item 19: Enter sum of items 10 through 18.
- Item 20: Enter amount of income loss due to vacancy and collection & concession loss.
- Item 21: Subtract line 20 from line 19. Enter result on line 21.

EXPENSE INSTRUCTIONS

- Item 22: Enter amount paid by owner for advertising costs incurred in obtaining tenants and building occupants.
- Item 23: Enter expenses for cleaning and maintenance. This includes snow removal, trash removal, parking lot maintenance, and all expenses for janitorial services. (Remodeling and renovation expenses are not to be entered on this line.)
- Item 24: Enter leasing fees, commissions, etc. incurred in obtaining tenants and building occupants.
- Item 25: Enter annual insurance premium for fire, flood, etc. (real property only, do not include liability).
- Item 26: Enter fees of legal and/or accounting services related to the real property.
- Item 27: Enter the cost of services for management; either by a professional management agency, or the owner.
- Item 28: Enter costs related to general building repair to keep the property operating, e.g. repair of water heaters, cooling systems, glass, etc. (remodeling and renovation expenses are not to be entered on this line.)
- Item 29: Enter the cost of supplies provided by the owner necessary to the operation of the building.
- Item 30: Enter amount paid by owner for utilities; electric heat, lights, for heating and cooling, for gas, water, sewer charges, and any other utility paid for by the owner.
- Item 31: Enter amount paid by owner for other or miscellaneous expenses, such as security services, etc.
- Item 32: Enter amount for reserves for replacement, such as roof, heating system, etc.
- Item 33: Add lines 22-32. Enter amount.

Fill out & sign Income & Expense Summary Report & Schedules A & C, then timely sign & return to the Assessors Office

COPY AND ATTACH ADDITIONAL PAGES (IF NEEDED)