



Springfield Board of Assessors  
36 Court Street Rm. 09  
Springfield, MA 01103

Richard Allen, Chairman  
Patrick Greenhalgh  
Matthew Fontaine

Owner  
Address  
Street, State Zip

**Parcel ID:**  
**Property Location:**  
**Land Use Code:**

June 28, 2018

**VERY IMPORTANT: HOW TO AVOID A \$250 PENALTY ON YOUR PROPERTY TAX BILL**

The Board of Assessors is responsible for determining the assessed value of your property. State law provides the assessors with the authority to request information "as may reasonably be required ...to determine the actual fair cash valuation" of your property. We are requesting your cooperation pursuant to this law. **Failure to comply with our request shall result in a penalty of \$250 added to your tax bill.** This penalty is authorized by state law.

Please take a few minutes to answer the following questions. If, after answering the questions, you believe that an Income and Expense form is required per the instructions, please complete the form as accurately as you can. Please note that Mass General Law c. 59, s. 52B protects the information provided from public disclosure and limits narrowly the public officials who may view it. The requested information must be returned within sixty (60) days of this mailing or no later than August 27, 2018. You can mail all requested documents to the address listed in the top right corner of this page or email to [assessors\\_email@springfieldcityhall.com](mailto:assessors_email@springfieldcityhall.com). If you have any questions, please feel free to call the assessors office at (413) 787-6164.

**Ownership, occupancy, and use of the property**

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|--|---|
| <p>1. Please list the owner (s) of the REAL ESTATE. If a corporation, please list the officers. If a trust or limited liability company, please list the registered agent, or disclose further as you prefer. _____<br/>_____</p> <p>2. Please list the owner(s) or entities with ownership interests in the BUSINESS (ES) occupying the real estate. _____<br/>_____</p> <p>3. Are any of the individuals or entities listed in your answer to #1 also an answer to #2? Yes or no? Please list. _____<br/>_____</p> | <p>4. Are there any other businesses occupying the real estate which are not owned in any way by the owner of the real estate? <b><u>If yes, please complete and return the enclosed form. If no, please answer the questions on this page, sign it and return to the address above.</u></b></p> <p>5. Please state the type of business conducted on the property, i.e. retail, office, storage, etc. _____<br/>_____</p> <p>6. Please describe and explain any conditions, facts, or extraordinary circumstances which you believe affect the property value. _____<br/>_____</p> |
|--|---|

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_