



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

Patrick Greenhalgh, Chairman  
Jessica Guerra  
Matthew Fontaine

Parcel ID:  
Property Location:  
Land Use Code:

April 1, 2022

## **VERY IMPORTANT: REQUEST FOR INFORMATION**

### **You Must Include the Post Card with this Submission**

**FAILURE TO COMPLY SHALL RESULT IN A PENALTY OF \$50. IN ADDITION YOU MAY LOSE THE RIGHT TO AN APPEAL AT THE APPELLATE TAX BOARD**

The Board of Assessors is responsible for determining the assessed value of your property. M.G.L c. 59 § 38D 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 \$50 added to your tax bill. In addition, you may lose your right to appeal at the Appellate Tax Board.** This penalty is authorized by state law. Please note that M.G.L. c. 59, § 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 [May 31, 2022](#).

Please provide the information by one or more of the following two options:

1. Complete the enclosed form for the entire calendar year **2021**, and return to the Assessors office by **May 31, 2022**;

**OR;**

2. Provide a copy of the entire calendar **2021** operating statement for the property, or a profit and loss statement, in whatever format you use. Please also include a copy of the calendar year **2021** rent roll as of **1/1/2022**.

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) 886-5002**.



LUC:

**ANNUAL EXPENSES FOR ALL PROPERTY USES -SPRINGFIELD ASSESSORS OFFICE 413-886-5002**

Return to: ASSESSOR'S OFFICE, 36 COURT ST RM. 09, SPRINGFIELD MA 01103

**Provide the following expense information AS IT RELATES TO THE REAL ESTATE ONLY during calendar year 1/1/2021 through 12/31/2021 for FY 2023**

Location: Parcel: **EXPENSES FOR CALENDAR YEAR 2021 (FY 2023)**

Management & Administrative			Maintenance & Cleaning		
	Landlord Amount	Tenant Amount		Landlord Amount	Tenant Amount
Management Wages or Fees	\$	\$	Wages	\$	\$
Legal & Accounting	\$	\$	Supplies	\$	\$
Security Wages	\$	\$	Maint. Service Contract Fee	\$	\$
Payroll	\$	\$	Grounds Keeping	\$	\$
Group Insurance	\$	\$	Rubbish Removal	\$	\$
Telephone	\$	\$	Snow Removal	\$	\$
Advertising	\$	\$	Exterminator	\$	\$
Commissions	\$	\$	Other (Explain)	\$	\$
Other (Explain)	\$	\$		\$	\$
<b>TOTAL</b>	\$	\$	<b>TOTAL</b>	\$	\$

Repairs & Alterations			Capital Improvements		
Exterior	\$	\$	Describe Project(s):	\$	\$
Interior	\$	\$		\$	\$
Mechanical	\$	\$		\$	\$
Electrical	\$	\$		\$	\$
Plumbing	\$	\$		\$	\$
Other (Explain)	\$	\$		\$	\$
<b>TOTAL</b>	\$	\$	<b>TOTAL</b>	\$	\$

Utilities			Other Expenses		
Electrical	\$	\$	Real Estate Taxes	\$	\$
Gas	\$	\$	Reserve for Replacement	\$	\$
Oil	\$	\$	Apartments for Employees	\$	\$
Water/Sewer	\$	\$	Insurance (1yr. Premium)	\$	\$
Other (Explain)	\$	\$	Other (Explain)	\$	\$
<b>TOTAL</b>	\$	\$	<b>TOTAL</b>	\$	\$

Additional Comments:

**I declare that to the best of my knowledge and belief, this return is true, correct and complete.**

Signature of Owner/Taxpayer/Agent \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

*This document MUST be signed and dated to be deemed as valid*

Telephone Day \_\_\_\_\_  
 Email \_\_\_\_\_  
 Date \_\_\_\_\_

*Failure to file this within 60 days of its mailing shall result in a \$50 penalty. In addition, you may lose the right to an appeal at the Appellate Tax Board.*