



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

Please Submit the Postcard with this Submission

FAILURE TO COMPLY SHALL RESULT IN A PENALTY OF \$50 FOR CLASS ONE \$250 FOR CLASS THREE AND FOUR PROPERTIES. 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 for class one \$250 for class three and four properties 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**. If you have any questions, please feel free to call the Assessors office at **(413) 886-5002**.

LUC: **City of Springfield FY 2023 Mixed Use Property Income Statement**
MUST BE RETURNED by May 31, 2022 to: Assessors Office, 36 Court St, Springfield MA 01103
or emailed to assessors_email@springfieldcityhall.com

FOR ASSESSORS USE ONLY Loc: Parcel: Name:
 Phone:
 Email:

Owner Name: Business Name:

Please provide the following information **AS IT RELATES TO YOUR PROPERTY**. Use additional sheets if necessary. If you prefer to use your own computer rent roll or spreadsheets, please use this format as a guide. **FOR MORE INFORMATION OR TO ANSWER QUESTIONS, PLEASE CALL 413-886-5002.**

Provide the following income information for the property during calendar year **1/1/2021 through 12/31/2021 for FY 2023**

COMMERCIAL LEASE INFORMATION:

Tenant Name	Floor Level	Sprinkler Y/N	Use Type	Leased Area (Sq Ft)	Rent Per Sq. Ft.	Annual Base Rent	Start Date (Month/Yr.)	End Date (Month/Yr.)	Term in Years	Gross, Net or NNN
						\$				
						\$				
						\$				
						\$				
Vacant Space					Vacant Area	Asking Rent				
						\$				

RESIDENTIAL LEASE INFORMATION:

Unit Type	Floor Level	Total # of Units	Rent per Month	Annual Rent	Incentives		Start Date (Month/Yr.)	End Date (Month/Yr.)	Heat Included (Y/N)	Electric Included (Y/N)
					Free Rent (if applicable)	Free # of Months				
Studio Units										
One Bedroom Units										
Two Bedroom Units										
Three or more Bedrooms										

CALENDAR YEAR INCOME SUMMARY

Total POTENTIAL Gross Income (Including Vacant Space)	Total Rent Concessions	Total Vacancies	Total Collection Loss	Total Parking Income	Total Laundry/Vending Income	Other Income (Billboard, Cell Tower, etc.)	Total Rent Collected
\$	\$	\$	\$	\$	\$	\$	\$

Pursuant to Mass. General Laws, Chap. 59 Section 38D, this form **MUST** be completed and returned to the Assessors Office within 60 days of mailing.
Failure to comply shall result in a penalty of \$50 for class one \$250 for class three and four properties. In addition, you may lose the right to an appeal at the Appellate Tax Board.
SEE REVERSE SIDE FOR EXPENSE INFORMATION

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 2022**

Location:		Parcel:		EXPENSES FOR CALENDAR YEAR 2021 (FY2023)			
Management of Real Estate Only		Landlord Amount	Tenant Amount	Maintenance & Cleaning (Recurring)		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)	\$	\$			\$	\$	
TOTAL	\$	\$		TOTAL	\$	\$	

Repairs & Alterations (Nonroutine)			Capital Improvements (Major Projects)		
Exterior	\$	\$	Describe Project(s):	\$	\$
Interior	\$	\$		\$	\$
Mechanical	\$	\$		\$	\$
Electrical	\$	\$		\$	\$
Plumbing	\$	\$		\$	\$
Other (Explain)	\$	\$		\$	\$
TOTAL	\$	\$	TOTAL	\$	\$

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

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 \$50.00 for class one \$250 for class three and four properties penalty. In addition, you may lose the right to an appeal at the Appellate Tax Board.