

CITY OF FRAMINGHAM BOARD OF ASSESSORS  
150 Concord Street Framingham MA 01702  
(508) 532-5415

Dear Property Owner:

FY2022, CY2020

The Board of Assessors is requesting INCOME AND EXPENSE information on COMMERCIAL, INDUSTRIAL, and APARTMENT (residential) properties to help us determine equitable values for assessment purposes. This request is for income and expense information relative to the operation of real estate and not the business use with the real estate.

When determining income producing property values, the Board must weigh financial as well as physical attributes. By completing and returning the enclosed form, you help ensure the development of a sound basis to estimate the income approach to value. Please be aware that this information will be used only to determine 'market' income and expense levels for commercial and industrial properties and apartments. In accordance with State Law, all information listed on the forms is **not** available to the public for inspection. [CH 59 S52B]

While it is in the best interest of property owners to contribute to the establishment of fair assessments, Massachusetts Law also requires such disclosure:  
Section 38D of Chapter 59

**Written Return of Information to Determine Valuation of Real Property**

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 request within 60 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 purposes 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) property** 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.

**If an owner or lessee of Class three, commercial or Class four, industrial property** fails to submit the information within the time and in the form 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 so submit such information would result in the penalty.

Please note: Massachusetts General Law provides that failure to respond timely and accurately to this information request within sixty (60) days of the postmarked date shall cause you to lose your right to appeal your assessment.

All information supplied is confidential and protected from public disclosure.  
The Board of Assessors thanks you for your cooperation.

**CERTIFICATION OF INFORMATION RETURN:**

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

Submitted by (print): \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

**ANNUAL REPORT FOR ALL PROPERTY TYPES - EXPENSE**

**COMM/IND - EXPENSE**

<b>EXPENSES FOR CALENDAR YEAR:</b>	<b>2020</b>	TAX YEAR 2022		
<b>PROPERTY LOCATION:</b>				
<b>TYPE OF LEASE:</b>				
<b>1) EXPENSES relating to the operation of the property- (direct expenses, ONE YEAR)</b>	<b>OWNER</b>		<b>2) NON-ALLOWABLE EXPENSES - relating to indirect expenses (other than property operation)</b>	<b>OWNER</b>
ACCOUNTING			BUILDING DEPRECIATION	
LEGAL			DEBT SERVICE (PI)	
ADMIN			RE TAXES	
PAYROLL			INCOME TAXES	
INSURANCE			FRANCHISE FEE(S)	
TELEPHONE			DONATIONS	
LANDSCAPE/LAWN			CAPITAL IMPROVEMENT	
SNOW MGMT				
SECURITY				
CLEANING				
ADVERTISING			<b>TOTAL</b>	
REPAIRS/ MAINTENANCE				
SUPPLIES			<u>PLEASE PROVIDE ACTUAL EXPENSE INFORMATION</u>	
LEASE FEES (1 YR)				
CAPITAL REPLACEMENT (1 YR)			NOTES:	
UTILITIES (unless by tenant)				
<b>TOTAL</b>				
<b>3) RESERVES FOR REPLACEMENT</b>				

**ANNUAL REPORT FOR COMMERCIAL AND INDUSTRIAL PROPERTY - INCOME**

**COMM/IND - income**

PROPERTY LOCATION:						INCOME FOR CALENDAR YEAR:		2020		
						TAX YEAR 2022				
TENANT NAME	LEASED AREA (sf)	LEASE TYPE	PRICE/SF	MONTHLY RENT	ANNUAL RENT	USE	LEASE DATES		OVERAGE OR PERCENTAGE	
<b>TOTAL</b>	-	-	-	-		-	-	-	-	
CALENDAR YEAR INCOME SUMMARY										
<i>Total Potential Gross Income</i>		<i>Total Vacancies</i>		<i>Total Other Income</i>			<i>TOTAL COLLECTED</i>			
OTHER INCOME: CELL TOWER, BILLBOARD, VENDING, PARKING, OTHER										
Source/TYPE	Monthly Amount			Annual Collected						
<b>NOTES:</b>										

PROPERTY LOCATION:					INCOME FOR CALENDAR YEAR:		2020	
OCCUPANCY INFORMATION							TAX YEAR 2022	
PROPERTY SUMMARY	NUMBER OF UNITS	MONTHLY RENT	ANNUAL RENT INCOME (ACTUAL)	AVG UNIT SIZE (SF FT)				
STUDIO					<b>NOTES:</b>			
1 BEDROOM								
2 BEDROOM								
3 BEDROOM								
4 BEDROOM								
OTHER								
<b>TOTAL</b>		-		-				
<b>CALENDAR YEAR INCOME SUMMARY</b>								
<b>Total Annual Potential Gross Income (total units x rents x 12)</b>			<b>Vacancy dollar loss</b>		<b>Other Income (parking, vending, other)</b>		<b>Total INCOME</b>	