



City of Marlborough

Office of the Assessors

140 Main Street

Marlborough, Massachusetts 01752

TDD (508) 460-3610

Phone: (508) 460-3779

FISCAL YEAR 2024 TAX RATE

RESIDENTIAL: \$10.24

COMM/IND/PER PROP: \$17.66

ABATEMENT APPLICATIONS DUE:

THURSDAY, FEBRUARY 1, 2024

FISCAL YEAR 2024 VALUES ARE BASED
UPON AN ASSESSMENT DATE AS OF
JANUARY 1, 2023

MARLBOROUGH

Name of City or Town

Assessors' Use only

Date Received

Application No.

APPLICATION FOR ABATEMENT OF ☐ **REAL PROPERTY TAX**
☐ **PERSONAL PROPERTY TAX**

FISCAL YEAR 2024

General Laws Chapter 59, § 59

THIS APPLICATION IS NOT OPEN TO PUBLIC INSPECTION (See General Laws Chapter 59, § 60)

Return to: Board of Assessors

Must be filed with assessors not later than due
date of first actual (**not** preliminary) tax payment
for fiscal year.

INSTRUCTIONS: Complete **BOTH** sides of application. Please print or type.

A. TAXPAYER INFORMATION.

Name(s) of assessed owner: _____

Name(s) and status of applicant (if other than assessed owner) _____

☐ Subsequent owner (acquired title after January 1) on _____, _____☐ Administrator/executor.☐ Mortgagee.☐ Lessee.☐ Other. Specify.

Mailing address _____

Telephone No. () _____

No. Street

City/Town

Zip Code

Amounts and dates of tax payments _____

B. PROPERTY IDENTIFICATION. Complete using information as it appears on tax bill.

Tax bill no. _____ Assessed valuation \$ _____

Location _____
No. Street

Description _____

Real: _____ Parcel ID no. (map-block-lot) _____ Land area _____ Class _____

Personal: _____ Property type(s) _____

C. REASON(S) ABATEMENT SOUGHT. Check reason(s) an abatement is warranted and briefly explain why it applies.

Continue explanation on attachment if necessary.

☐ Overvaluation☐ Incorrect usage classification☐ Disproportionate assessment☐ Other. Specify.

Applicant's opinion of: Value \$ _____ Class _____

Explanation _____

FILING THIS FORM DOES NOT STAY THE COLLECTION OF YOUR TAXES. TO AVOID LOSS OF APPEAL RIGHTS OR
ADDITION OF INTEREST AND OTHER COLLECTION CHARGES, THE TAX SHOULD BE PAID AS ASSESSED.

THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE

D. SIGNATURES.

Subscribed this _____ day of _____, _____		Under penalties of perjury.
Signature of applicant _____		
If not an individual, signature of authorized officer _____		Title _____
(print or type) Name _____	Address _____	Telephone (____) _____
If signed by agent, attach copy of written authorization to sign on behalf of taxpayer.		

TAXPAYER INFORMATION ABOUT ABATEMENT PROCEDURE

REASONS FOR AN ABATEMENT. An abatement is a reduction in the tax assessed on your property for the fiscal year. To dispute your valuation or assessment or to correct any other billing problem or error that caused your tax bill to be higher than it should be, you must apply for an abatement.

You may apply for an abatement if your property is: 1) overvalued (assessed value is more than fair cash value on January 1 for any reason, including clerical and data processing errors or assessment of property that is non-existent or not taxable to you), 2) disproportionately assessed in comparison with other properties, 3) classified incorrectly as residential, open space, commercial or industrial real property, or 4) partially or fully exempt.

WHO MAY FILE AN APPLICATION. You may file an application if you are:

- the assessed or subsequent (acquiring title after January 1) owner of the property,
- the personal representative of the assessed owner's estate or personal representative or trustee under the assessed owner's will,
- a tenant paying rent who is obligated to pay more than one-half of the tax,
- a person owning or having an interest or possession of the property, or
- a mortgagee if the assessed owner has not applied.

In some cases, you must pay all or a portion of the tax before you can file.

WHEN AND WHERE APPLICATION MUST BE FILED. Your application must be filed with the assessors on or before the date the first installment payment of the actual tax bill mailed for the fiscal year is due, unless you are a mortgagee. If so, your application must be filed during the last 10 days of the abatement application period. Actual tax bills are those issued after the tax rate is set. Applications filed for omitted, revised or reassessed taxes must be filed within 3 months of the date the bill for those taxes was mailed. THESE DEADLINES CANNOT BE EXTENDED OR WAIVED BY THE ASSESSORS FOR ANY REASON. IF YOUR APPLICATION IS NOT TIMELY FILED, YOU LOSE ALL RIGHTS TO AN ABATEMENT AND THE ASSESSORS CANNOT BY LAW GRANT YOU ONE. TO BE TIMELY FILED, YOUR APPLICATION MUST BE (1) RECEIVED BY THE ASSESSORS ON OR BEFORE THE FILING DEADLINE OR (2) MAILED BY UNITED STATES MAIL, FIRST CLASS POSTAGE PREPAID, TO THE PROPER ADDRESS OF THE ASSESSORS ON OR BEFORE THE FILING DEADLINE AS SHOWN BY A POSTMARK MADE BY THE UNITED STATES POSTAL SERVICE.

PAYMENT OF TAX. Filing an application does not stay the collection of your taxes. In some cases, you must pay all preliminary and actual installments of the tax when due to appeal the assessors' disposition of your application. Failure to pay the tax assessed when due may also subject you to interest charges and collection action. To avoid any loss of rights or additional charges, you should pay the tax as assessed. If an abatement is granted and you have already paid the entire year's tax as abated, you will receive a refund of any overpayment.

ASSESSORS DISPOSITION. Upon applying for an abatement, you may be asked to provide the assessors with written information about the property and permit them to inspect it. Failure to provide the information or permit an inspection within 30 days of the request may result in the loss of your appeal rights.

The assessors have 3 months from the date your application is filed to act on it unless you agree in writing before that period expires to extend it for a specific time. If the assessors do not act on your application within the original or extended period, it is deemed denied. You will be notified in writing whether an abatement has been granted or denied.

APPEAL. You may appeal the disposition of your application to the Appellate Tax Board, or if applicable, the County Commissioners. The appeal must be filed within 3 months of the date the assessors acted on your application, or the date your application was deemed denied, whichever is applicable. The disposition notice will provide you with further information about the appeal procedure and deadline.

DISPOSITION OF APPLICATION (ASSESSORS' USE ONLY)

Ch. 59, § 61A return	GRANTED <input type="checkbox"/>	Assessed value	_____
Date sent _____	DENIED <input type="checkbox"/>	Abated value	_____
Date returned _____	DEEMED DENIED <input type="checkbox"/>	Adjusted value	_____
On-site inspection		Assessed tax	_____
Date _____		Abated tax	_____
By _____	Date voted/Deemed denied _____	Adjusted tax	_____
	Certificate No. _____		
	Date Cert./Notice sent _____		
Data changed _____	Appeal _____		Board of Assessors
	Date filed _____		_____
Valuation _____	Decision _____		_____
	Settlement _____	Date: _____	_____



CITY OF MARLBOROUGH

BOARD OF ASSESSORS

140 Main Street
Marlborough, Ma 01752
TEL: 508-460-3779 FAX: 508-624-6504

Dear Taxpayer:

This information requisition form is issued pursuant to the full and fair cash valuation of your real property, and is being made by the Board of Assessors, under M.G.L. Ch. 59 Sec. 61A, in response to the filing of an application for abatement for FY 2024. This form must be completed in full and returned to the Assessors' Office, City Hall, 140 Main St, Marlborough, MA 01752 30 days after requested. It is suggested this request be filed with your abatement application.

ASSESSED OWNER _____

PROPERTY LOCATION _____

MAP & LOT NO. _____ FY2024 ASSESSED VALUE _____

TELEPHONE CONTACT: _____

Complete all sections which apply to your abatement application.

MARKET DATA

State your opinion of the full and fair cash value of your property as of **01/01/23** and detail the facts that lead to the conclusion. "Full and fair cash value" is defined as "100% of a property's 'fair market value', which is the price an owner willing but not under compulsion to sell ought to receive from one willing to but not under compulsion to buy."
(Bennett v. Board of Assessors of Whitman, 354 Mass. 239,240 (1966)).

\$ _____

List at least **three calendar year 2022 sales of comparable properties** which you have utilized to support your opinion of value. Be sure to use properties that are similar to yours in location, lot size, gross living area of the dwelling, age, quality and condition. These sales should also have occurred reasonably close to the assessment date.

MAP/LOT		STREET ADDRESS	LOT SIZE	SALE PRICE	SALE DATE	LIVING AREA	STYLE	YR BUILT	#of BED RMS	ASSESSED VALUE
SUBJECT										
COMP 1										
COMP 2										
COMP 3										

List at least **three assessments of comparable properties** which you have utilized to support your contention of disproportionate assessment. Be sure to use properties that are similar to yours in location, lot size, gross living area of the dwelling, age, quality and condition.

MAP/LOT		STREET ADDRESS	LOT SIZE	LIVING AREA	STYLE	YR BUILT	# of BED RMS	ASSESSED VALUE
SUBJECT								
COMP 1								
COMP 2								
COMP 3								

Has someone other than the City valued your property in 2021 thru 2022 (i.e. an appraisal for a bank or a comparative market analysis performed by a real estate broker or appraiser)? _____

If the answer is yes, attach a copy of the report to this form.

State any current special circumstances or conditions which you feel affects the fair market value of your home or anything further you wish the Board of Assessors to consider.

PROPERTY DESCRIPTION

Please describe the physical features of the subject property.

Style of Home. _____ Year Built _____ Number of Rooms _____ # of Bedrooms Central # of Full Baths _____
of Half Baths. _____ # of Fireplaces _____ # of Kitchens _____ AC (Y/N) _____ Central Vac (Y/N) _____

Type of Heat _____ Fuel Type _____ Square foot of Finished Living Area _____ Finished Basement area _____

of Basement garages _____ Attached Garage sqft _____ Detached Garage sqft _____ Overall Condition _____

Describe any yard items (i.e. pools, sheds etc) include type of structure, age, size and condition.

SALES INFORMATION

Was this property purchased within the last two years? _____ if Yes please fill out the following information regarding the purchase.

Total sales price \$ _____

What type of property was purchased? Vacant Land _____ Single Family _____ Two Family _____ Condo _____
Commercial _____ Industrial _____

Month and year sales price was agreed upon _____

Did the seller finance any of the purchase price? Yes _____ No _____

Were there any sales or financing concessions? Yes _____ No _____

If yes, please describe: _____

Was any of the purchase price paid in terms other than cash (such as trade)?

Yes _____ No _____ If yes, please describe: _____

Was there any personal property (such as furnishings, machinery, livestock, etc) included in the sales price?

Yes _____ No _____ If yes, please state the value of such items \$. _____

Please describe these items _____

If any unpaid taxes or assessments, or any expenses were assumed by the buyer and not included in the sales price, please state the amount \$ _____

Please answer YES or NO to the following:

Was this a sale between relatives _____

Was it a sale of an undivided interest _____

A sale transfer between related parties (company sale etc.) _____

A forced sale (auction, foreclosure, bank sale, bankruptcy, etc.) _____

If the purchase was for vacant land, did the purchase price include a septic system or well? _____

If the property wasn't recently sold has the property been listed for sale within the past year? _____

If the answer is yes, state the listing price here: \$ _____

COST DATA

State any new construction, alterations or rehabilitation such as new bathrooms, new kitchen, heating, electrical, additions, etc. performed on the property during the last five years.

DATE REMODELED OR CONSTRUCTED	DESCRIPTION OF CONSTRUCTION OR RENOVATIONS	COST OF PROJECT

LEASE & EXPENSE DATA

If any portion of the property is leased or rented, please supply the following information for two years prior to the Fiscal Year for which the Abatement Application applies. i.e., calendar years 2021 and 2022 for Fiscal Year 2024.

- Calendar year 2021 & 2022 Rent for each tenant, including length of lease, lease date, renewal options, guaranteed rental, renewal rate, overage terms, gross leasable area (sqft.), per square foot rent.
- The expenses paid by each tenant, including but not limited to: real estate taxes, heat, air condition, electricity, cleaning, plowing, rubbish removal, building insurance, repairs and maintenance, property management (itemized). Please also include overage clauses.
- The expenses paid by the owner for each of the above categories, as well as, interest, depreciation, and any other expenses related directly to the property (itemized).
- The total income for the property by calendar year, and if applicable the total gross sales at the property location.

Do you want to meet with the Board of Assessors to discuss your application for abatement? ____

I HEREBY CERTIFY THAT ALL STATEMENTS ON THIS INFORMATION FORM ARE ACCURATE AND TRUE, AND AGREE THAT THEY ARE MADE SUBJECT TO THE PAINS AND PENALTIES OF PERJURY.

Signed: _____

Date: _____