

TOWN OF PEMBROKE
ASSESSORS' OFFICE

100 CENTER STREET
PEMBROKE, MASSACHUSETTS 02359
PHONE (781) 293-2393
FAX (781) 293-4650

January 15, 2016

Dear Pembroke Taxpayer:

The Pembroke Board of Assessors requests the following *Income and Expense* information for the property identified on the following form for the most recent calendar year (2015).

This information is necessary to determine the *Fiscal 2017* property valuations. By completing the enclosed form, you will help reflect the economic conditions within the community, which will become the basis for utilizing the income approach to value. The information you provide will remain **confidential** and will be considered, with all other information gathered in order to establish uniform guidelines to be equitably applied throughout the community.

We request this information under the authority of Massachusetts General Laws, Chapter 59; Section 38D, which states in summary:

“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 sixty 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 purpose 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 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 so submit such information would result in the penalty. The Pembroke Board of Assessors intends to assess penalties in accordance with the statute.

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. The Pembroke Board of Assessors intends to assess penalties in accordance with the statute.

Please return the completed statement to the Assessors' Office no later than the deadline of March 15, 2016.

Sincerely,



Catherine M. Salmon, MAA
Chief Assessor/Appraiser
Town of Pembroke

APARTMENT INCOME

INDICATE WITH "X"

Expenses Paid / Items Supplied by Owner

NO. UNITS OF THIS TYPE	NO. OF ROOMS	NO. OF BEDROOMS	NO. OF BATHS	RENT PER MONTH	FLOOR LEVEL	H E A T	E L E C T R I C	R U B B I S H	A I R C O N D.	R E F R I G E R A T O R	S T O V E	D I S H W A S H E R	D I S P O S A L	F U R N I T U R E	M I C R O W A V E

* Excluding Bathrooms

HOTEL/MOTEL INCOME

TYPE	No. UNITS	RATES			ANNUAL OCCUPANCY PERCENT
		HIGH	LOW	SWING	

OTHER INCOME

PARKING	OTHER
LAUNDRY	OTHER
VENDING	OTHER

SALES INFORMATION

If the property was purchased within the past 10 years, complete the following.

LAND ONLY	LAND AND BUILDINGS
PRICES _____ DATE ____/____/____	PRICES _____ DATE ____/____/____
COMMENTS ON ANY SPECIAL CONDITIONS	

CONSTRUCTION COSTS

Complete if construction or major remodeling was performed within past 10 years

OTHER INFORMATION

Please provide any information which may assist in arriving at a fair and equitable appraisal of this property.

ANNUAL EXPENSES

Items	20	20
MANAGEMENT	GROSS AREA	
	NET LEASABLE	
	MNGMT FEE	
	COMMISSIONS	
	LEGAL	
	ACCOUNTING	
	PAYROLL TAX	
GENERAL	SNOW REMOVAL	
	BLDG SUPPLIES	
	TRASH	
	MISC.	
CLEANING	WAGES	
	SUPPLIES	
	CONTRACT SERVICES	
UTILITIES	HEATING	
	ELECTRIC	
	AIR COND.	
	WATER	
	SEWER	
	ELEVATOR	
	OTHER UTILS.	
CONSTRUCTION	DECORATING	
	REPAIRS AND MAINTENANCE	
	TENANT ALLOW.	
	OTHER CONSTR	
FIXED EXPENSE	INSURANCE	
	REAL ESTATE TAXES	
	OTHER TAX	
	DEPRECIATION	
	FURN. & FXLT.	
	INTEREST	
	LAND RENT	
	BAD DEBT	
OTHER	VAC RATE	
	OTHER EXP.	
	TOTAL	

PREPARED BY _____

DATE ____/____/____

Phone No. _____