Town of Saugus

Office of
The Board of Assessors
298 Central St. Suite 3
Saugus, MA 01906
(781) 231-4130

DATE REQUESTED: _____

INFORMATIONAL REQUEST FOR
FISCAL YEAR 2022– REAL PROPERTY

PROPERTY IDENTIFICATION:
Assessed Owner: _____
Assessed Location: _____
Contact person: _____
Phone Number: _____
Mailing Address, City, State, Zip: _____

GENERAL INFORMATION:
This information requisition form is issued pursuant to the authority of the assessors under M.G.L. Ch. 59, section 61A.

COMPLETE THIS FORM AND RETURN IT TO THE SAUGUS BOARD OF ASSESSORS, 298 CENTRAL STREET, SUITE 3, SAUGUS, MA 01906 WITHIN 30 DAYS IN ORDER TO PRESERVE YOUR RIGHTS. COMPLETE THIS FORM BY PROVIDING ALL INFORMATION REQUESTED. TYPE OR PRINT CLEARLY.

PART ONE: GROUNDS FOR COMPLAINT

A. ***Overvaluation***: The assessment exceeds the full & fair cash value of the property:
   1. Indicate the assessed value of the property: $_____
   2. Indicate your opinion of fair cash value: $_____
   3. List the properties (3 or more) in your neighborhood you believe are comparable to your property or (3 or more) comparable sales and their assessed values:
      A1) _____ $_____
      A2) _____ $_____
      A3) _____ $_____
      A4) _____ $_____
      A5) _____ $_____
   4. For each property listed above, please fill out the detailed listing below:

	Street address	Land Ac	Living Area	RM/Bed/Bath	Style/Cond
Subject					
Comp A1					
Comp A2					
Comp A3					
Comp A4					
Comp A5					

B. ***Improper Classification***: The property's use on January 1, 2021 was improperly noted on the tax bill (or improperly allocated if the property has more than one use)
   1. Indicate present classification (from tax bill) _____

2. Indicate class in which property should be classified:

Class One (Residential) _____
Class Three (Commercial) _____
Class Four (Industrial) _____
Multiple Use Class _____

PART TWO: PHYSICAL DESCRIPTION

Design:

_____Bungalow____Cape ____Colonial _____Contemporary
_____Antique ____Ranch ____Victorian _____Split Level
_____Other & name _____

Age:

Give approximate age of the home _____, Opinion of Condition_____

Story Height:

Number of stories _____

Attic:

_____Finished _____Unfinished _____None

Garage:

_____Attached _____Detached _____None
# of cars_____

Basement:

_____Full _____Partial _____None
Give percent of basement that is finished_____

Heating & Cooling:

Number of systems: _____; Type of fuel: _____; System Type: _____

List the total number of rooms:

_____Bedrooms _____Full Bath _____1/2 Bath ____Kitchen
_____Den _____Dining _____Living ____Office
_____All others

Other attachments:

_____Porches _____Patios _____Decks
_____Sun Rooms _____Other List_____

Rehabilitation / New Construction:

Has there been any new construction or significant rehabilitation performed on the property during the last 5 years? YES_____ NO_____

If YES, list each expenditure made:

Year of Remodel/Construction Description & Cost

_____ _____
_____ _____
_____ _____

Purchase Information: If your property was purchase within the last two years please supply the following information:

Date of Sale: _____

Purchase Price: _____

Down Payment: _____

First Mortgage: Amount: _____ Rate%: _____ terms: _____

Second Mortgage: Amount: _____ Rate%: _____ terms: _____

Was there any non-real-estate items included in the sale? Yes____ No_____

If Yes, list those items & approximate value:

_____

Rental & Income Information: If any part of the property is rented, please complete the following and supply leases or tax schedules to substantiate rents:

	Furnished?		Monthly Rent$
Unit 1	Yes	No	_____
Unit 2	Yes	No	_____
Unit 3	Yes	No	_____

Indicate what is included in the Rent (example heat, electricity, trash pickup etc.)

List the yearly expenses for the rental property:

Heating_____ Insurance_____ Repairs_____

Light & Power_____ Other: _____

SIGNATURE:

I CERTIFY UNDER THE PAINS AND PENALTIES OF PERJURY THAT I AM EITHER THE OWNER OF THE PROPERTY OR THE AUTHORIZED REPRESENTATIVE OF THE OWNER AND THAT ALL OF THE INFORMATION SUPPLIED IN THIS REQUISITION IS TO THE BEST OF MY KNOWLEDGE TRUE & CORRECT. AUTHORIZED AGENTS MUST SUPPLY A LETTER FROM THE HOMEOWNER THAT THEY ARE AUTHORIZED TO ACT ON THE OWNER'S BEHALF.

_____ _____

SIGNED DATE

_____

PRINT FULL NAME

State Tax Form 128
Revised 11/2016

The Commonwealth of Massachusetts

SAUGUS

Name of City or Town

Assessors' Use only
Date Received
Application No.

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

FISCAL YEAR 2022

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 (aquired 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 ☐	Assessed value _____
Date sent _____	DENIED ☐	Abated value _____
Date returned _____	DEEMED DENIED ☐	Adjusted value _____
On-site inspection		Assessed tax _____
Date _____		Abated tax _____
By _____	Date voted/Deemed denied _____	Adjusted tax _____
	Certificate No. _____	
	Date Cert./Notice sent _____	Board of Assessors
Data changed _____	Appeal _____	_____
	Date filed _____	_____
Valuation _____	Decision _____	_____
	Settlement _____	Date: _____