



MANCHESTER-BY-THE-SEA

BOARD OF ASSESSORS • TOWN HALL

Manchester-by-the-Sea, Massachusetts 01944-1399

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www.manchester.ma.us

DATE REQUESTED: _____

INFORMATIONAL REQUEST FOR FISCAL YEAR 2023

REAL PROPERTY-1, 2,3 FAMILY, CONDOMINIUM

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 MANCHESTER BOARD OF ASSESSORS, 10 CENTRAL ST, MANCHESTER, MA 01944 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, 2022 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