



BROOKLINE BOARD OF ASSESSORS

333 Washington Street, Brookline, MA 02445-6853

Phone (617) 730-2060 FAX (617) 739-7572

Email assessors@brooklinema.gov

May 1, 2020

RE: Request for 2019 Property Income & Expense Information

Dear Brookline Property Owner:

The Brookline Board of Assessors is conducting an annual review of assessments and real estate market indicators. As part of our review we are requesting from all properties within the business sector certain information regarding rental income and operating expenses, which will be used to develop market based valuation tables for commercial and apartment properties. All information collected remains confidential.

Please complete the attached form for each property location you own or lease in Brookline with the requested information from calendar year 2019 rent rolls and expense records. If your property is owner-occupied, please complete the property expenses schedule and indicate 'owner occupied' on the income schedule.

If you have questions about these forms please contact the Assessors Office at 617-730-2060. Our office hours are: Monday - Thursday 8:00AM to 5:00PM and Friday 8:00AM to 12:30PM. Our office is located in Room 215 at the Town Hall, 333 Washington Street.

Please return the completed forms with the signed cover letter within **sixty-days** to the: Brookline Board of Assessors, 333 Washington Street, Brookline, MA 02445.

This request is being made under the provisions of General Laws Chapter 59; Sec. 38D, which allows assessors to request such information under oath. Failure to respond to this request within sixty-days shall cause the loss of any statutory appeal under Chapter 59, the levy of a penalty or both. The amount of the penalty is fifty-dollars (\$50.00) for residential property and two-hundred-fifty dollars (\$250.00) for all commercial property.

SUBMITTED BY: _____ TITLE: _____

PHONE: _____ E-MAIL ADDRESS: _____

I certify under the penalties of perjury that the information provided herewith is true and correct.

Signature: _____

Completed income statements can be submitted by email to: assessors@brooklinema.gov

See our web-site for additional information: www.brooklinema.gov/assessors/