

**Charlton Assessing Department  
Information Requisition  
Residential Property  
Condominiums**

<b>Parcel ID</b>	<b>Assessed Owner</b>
<b>Property location</b>	<b>Assessed Value</b>
<b>Contact name</b>	<b>Contact phone #</b> <span style="float: right;"><b>phone#2</b></span>
<b>Mailing address</b>	

**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 Charlton Board of Assessors, Municipal Office Building, 37 Main Street, Charlton, Massachusetts 01507 If tax bills were mailed on or before Dec. 31<sup>st</sup> the deadline for filing an abatement application is Feb. 1<sup>st</sup>.

Complete this form by providing all information requested. Type or print clearly with a ball point pen.

**Part one – Grounds for complaint**

A. **Overvaluation** (The assessment exceeds the full and fair cash value of the property).

1. Indicate the assessed value of the property \_\_\_\_\_
2. Indicate your opinion of the value \_\_\_\_\_
3. Complete the comparable table below for five units in your complex or nearest to you that you believe are comparable to your unit.

Reference data is available outside the Assessors office and/or [www.townofcharlton.net](http://www.townofcharlton.net)

	Parcel ID	Address (unit#)	Assessed Value	Bldg Style	CDU	Living area	Flr	Rms/Beds	Bath Qual	Kitch Qual	Full bath	Half Bath	Fireplc	#Park spaces	Park type*
Your Unit															
Comp A															
Comp B															
Comp C															
Comp D															
Comp E															

Park type is "o" = open, "c" = covered, or "g" = garage

**Part two: Rehabilitation/new construction**

If there has been any new construction of significant rehabilitation such as new kitchens, baths, heating or electrical work performed in the last five years, please list below.

<u>Year</u>	<u>Describe of construction or renovation</u>	<u>Cost</u>	<u>Complete?</u>

**Part three: Purchase Information**

If your property was purchased in the past three years, please supply the following:

Date of Sale: \_\_\_\_\_ Amount \_\_\_\_\_ Rate% \_\_\_\_\_ Term \_\_\_\_\_

Purchase Price: \_\_\_\_\_ 1<sup>st</sup> mtg \_\_\_\_\_

Down Payment: \_\_\_\_\_ 2<sup>nd</sup> mtg \_\_\_\_\_

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 information supplied is the requisition is, to the best of my knowledge, true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_ if not owner type name here \_\_\_\_\_