



Town of Princeton
Board of Assessors
6 Town Hall Drive
Princeton, MA 01541
(978) 464-2104 (office) (978) 464-2106 (fax)

INSTRUCTIONS FOR FILING ABATEMENT ON REAL PROPERTY TAX

- **Complete State Tax Form 128.** Application for Abatement. This form **MUST** be completed in its entirety. Most of the information that is required can be found on the Actual Tax Bill (2nd half).
- If you are filing because you feel that your property is **over valued or has a disproportionate assessment**, the Board requires you to **present a minimum of 3 comparable sales** to arrive at a value. These sales should have occurred in the prior two years for them to be considered valid sales and must be classified as "Arms Length" – a sale without duress on either party resulting in a "fair market value". Additionally, these sales must be on like or similar styles, square feet, land area, use and neighborhoods.
- If you are filing due to a Data Collection or Data Entry Error on your property record card, you do not need to develop a comparable value. Please clearly state the data error and we will contact you to schedule a visit.
- Please be certain to state your opinion of value and the method you used to arrive at that value. One or more of the three approaches to value should be used. Please attach any documents that you feel would help to support your proposed value.
- You **MUST** include a day time telephone number so that we can schedule an appointment for an internal inspection and a full measure of the property. Access to the property must be allowed for the Assessor to consider any changes in value.
- No Abatement Application will be considered if "the taxes are too high". Abatements can only be issued on value merits only. Taxes are a factor of the Towns budget and are separate and distinct from the valuations that are applied to each parcel.
- **Payment of tax:** Filing an Application for Abatement does not stay the collection of taxes. 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 full tax, a refund will be issued.
- If Application for Abatement is not completed in its entirety, it may either be returned for additional information or may be deemed denied by the Assessors for failure to complete the application sufficiently for the Board to make a decision.

If you require any additional information, please feel free to contact this office.

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

FISCAL YEAR _____
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) _____			
<input type="checkbox"/> Subsequent owner (acquired title after January 1) on _____			
<input type="checkbox"/> Administrator/executor.	<input type="checkbox"/> Mortgagee.		
<input type="checkbox"/> Lessee.	<input type="checkbox"/> 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) _____
Personal: _____	Property type(s) _____
Land area _____	Class _____

C. REASON(S) ABATEMENT SOUGHT. Check reason(s) an abatement is warranted and briefly explain why it applies.
Continue explanation on attachment if necessary.

<input type="checkbox"/> Overvaluation	<input type="checkbox"/> Incorrect usage classification
<input type="checkbox"/> Disproportionate assessment	<input type="checkbox"/> 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 <input type="checkbox"/>	Assessed value	_____
Date sent _____	DENIED <input type="checkbox"/>	Abated value	_____
Date returned _____	DEEMED DENIED <input type="checkbox"/>	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: _____	_____