



City of Methuen, Massachusetts

Office of The Assessor

The Searles Building, 41 Pleasant Street
Methuen, Massachusetts 01844.
Telephone (978) 983-8530
Website: www.ci.methuen.ma.us

Stephen N. Zanni
Mayor

From: The Methuen Board of Assessors
Re: Application for Abatement of Real Estate Tax Fiscal Year 2012

Dear Taxpayer:

- 1) All requests for abatements **must** be submitted on the proper form (State Form #128). Letters addressed to the Board, telephone and counter conversations explaining problems **are not considered acceptable application submissions.**
- 2) All applications for abatement **must** be received by this office on or before Wednesday, **February 1, 2012 at 4:30 P.M.**
- 3) Items of support that need to be attached to or accompany applications are, but not limited to the following:
 - A) Copies of recent property appraisals (should reflect current assessment dates). Remember, you are concerned with a value, which was reflected as of the date of assessment, 1/1/11. Also, bear in mind that your appraiser may be called in to support his or her appraisal.
 - B) **If the property in question is an income producing property, then along with the application and appraisal, any income and expense statements must also be submitted.**

An application must be submitted for each property that you are appealing. Should you wish to have a hearing before the Board, please indicate this on your application at the time of filing. The Assessors Office will then contact you with a date and time. It is important that you understand that the Board of Assessors has three (3) months (90 days) from the date of receipt of your application to render a decision. Once the Board has reached a decision, you will be notified by mail.

Should the Board deny your application or not render satisfactory relief, you have three (3) months, (90 days) from the date of the decision to file with the Appellate Tax Board. Information relative to the filing procedure with the Appellate Tax Board may be obtained by calling them at, 617-727-3100.