

**Property Information**

1. State the name of the person preparing the answers to these questions, stating said person's name, business address, telephone number and relationship/position with the taxpayer.

Name \_\_\_\_\_ Title/ Position \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

2. Does the owner occupy any part of this property? If yes, how much of the property? (100%? 50%?)

3. Please state the gross income received from rent by the owner in calendar year **2024**. \_\_\_\_\_

4. Please state the gross income received from rent by the owner in calendar year **2025**. \_\_\_\_\_

5. Please state the current number of **possible** rental units. \_\_\_\_\_

6. Please state the square footage of the building currently vacant as of 01/01/2026. \_\_\_\_\_

7. Are there any physical circumstances or conditions that the Taxpayer believes materially affect the market value of the subject property or any portion thereof? If so, please identify and describe for the Assessors the manner in which the circumstance or condition affects the market value.

**Board of Assessors of the Town of Andover**

**RE: Request for Information Under Massachusetts General Laws, Chapter 59, Section 38D**



9. Please fill in the following chart referring to expenses for calendar year **2024** and **2025**. The columns marked owner and tenant need only be check marked to indicate which party is responsible for that expense category, **with the annual dollar amount of that expense listed in the 2024 and 2025 columns**. All expense items should be directly related to the real estate and not the businesses contained within. If you report other expenses, please fully explain the nature of these expenses.

<b>Expense Category</b>	<b>Owner</b>	<b>Tenant</b>	<b>\$ Amount 2024</b>	<b>\$ Amount 2025</b>
Property Management Fee				
Rental Commissions				
Property Management- Legal Fee				
Management- Accounting Fee				
Management- Payroll Tax				
Management-Office Expenses				
Snow Removal				
Building Supplies				
Trash Removal				
Cleaning- Wages				
Cleaning- Supplies				
Cleaning- Contract Services				
Utilities- Heat				
Utilities- Electric				
Utilities A/C				
Utilities- Water and Sewer				
Utilities- other				
Building and Grounds Maintenance				
Construction- Tenant Improvements				
Construction- Other				
Insurance- Annual Premium				
Real Estate Taxes				

The Board of Assessors recognizes the importance of the information submitted and assures all building owners and tenants that this information is not open to the public. The document as submitted is specifically exempted from public inspection under Massachusetts General Law Chapter 59, Section 52B.

The Board of Assessors appreciates your cooperation in this process.

All returns should be mailed to: The Andover Board of Assessors, 36 Bartlet Street, Andover, MA. 01810.

-OR-

Completed submissions can be scanned into a document and emailed to: [assessor@andoverma.gov](mailto:assessor@andoverma.gov)

Signed under the pains and penalty of perjury this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Signed

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Please print your name here

Contact telephone number:

Sincerely,

Andover Board of Assessors

**Board of Assessors of the Town of Andover**  
**RE: Request for Information Under Massachusetts General Laws, Chapter 59, Section 38D**