



*Town of Acton
472 Main Street
Acton, MA 01720
Phone: 978-929-6621
assessor@actonma.gov*

Assessors Office

Dear Property Owner:

Included you will find a FY26 Income and Expense form. The Board of Assessors is requesting **INCOME AND EXPENSE** information on commercial, industrial, and apartment (residential) properties to help us determine equitable values for assessment purposes.

An important piece of valuing real estate in town is determining how much income is generated by different property types. Your property's classification is considered potentially income-generating.

This request is relative to the operation of **real estate - not the business** or businesses present at the property.

The criteria for determining taxpayers that receive this mailing is based solely on the property type – not existing income information. If your property does not generate income, please indicate on the form and return to our office.

WHY THIS FORM IS IMPORTANT

Returning this form is in the best interest of the taxpayer. When determining values for potentially income-producing properties, the Board must weigh financial as well as physical attributes. By completing and returning the enclosed form, you help ensure the development of a sound basis to estimate the income approach to value.

Please be aware that **this information will be used only to determine MARKET income and expense levels** for commercial and industrial properties and apartments. In accordance with State Law, **all information listed on the forms is not available to the public for inspection.**

Section 38D of Chapter 59:

A board of assessors may request the owner or lessee of any real property to make a written return under oath **within sixty days** containing such information as may reasonably be required by it to determine the actual fair cash valuation of such property.

Mass General Law states that failure to return the form within 60 days could result in the owner or lessee being charged a penalty of up to \$250, as well as the loss of the right to appeal your assessment with the Appellate Tax Board

HOW YOU CAN RETURN THIS FORM

You can return via mail to Town Hall – 472 Main St. Acton, MA 01720.

It can also be emailed to assessor@actonma.gov.

The Board of Assessors thanks you for your cooperation and prompt response.

I certify under the pains and penalties of perjury that the information supplied herewith is true and correct:

Submitted by: _____ Title: _____

Phone: _____ Email: _____

Signature: _____ Date : ____/____/____