



Town of Dennis

685 Route 134
South Dennis, Massachusetts 02660
www.town.dennis.ma.us

Board of Assessors
Pam Davis, Director of Assessing
(508) 760-6139

December 30, 2021

Dear Property Owner:

The Town of Dennis Assessing Department is requesting your assistance in providing information that will help us update commercial property assessments. Once certified by the Department of Revenue, the new assessments will form the basis of the tax bills that will be issued by January 2023.

The enclosed questionnaire is mailed to each owner of apartment, commercial, industrial, and mixed -use income producing properties to formally document their rental income and expenses. The responses will be analyzed and will support one of the approaches we will follow to estimate market value. (The form may also be downloaded from the Assessing Department page on the town website: www.town.dennis.ma.us)

This request is authorized by General Laws Chapter 59, section 38D and requires either the owner of record, the counsel for the owner of record, or the lessee responsible for the taxes complete the enclosed confidential Income and Expense statement and return it by **Friday, April 15, 2022**. **Failure to provide the information requested may bar you from any statutory appeal of your assessed value and you may be subject to a fine up to \$250 for failing to reply. *The information provided on this form will be held in strict confidence and it is NOT a public record.***

If you have any questions concerning this form, please contact the Assessors' Office at the address or phone number above.

Sincerely,

Pam Davis
Director of Assessing

Please note instructions on reverse side.

Instructions for Completing Confidential
Income and Expense Information Request, Form 38D
For Fiscal Year 2023 Valuation Update

Apartment Rents – Section 1

For apartments, indicate the quantity of each unit type and monthly rental on page 2. Check the appropriate column indicating whether the tenant or landlord pays the itemized expenses. Also list the total income received for 2022 on page 4.

Commercial & Industrial Rents – Section 2

Information requested in this section applies to areas of the building either under a lease agreement or tenancy at will. Information should be itemized by tenant. Please indicate any owner-occupied space.

Please supply data for calendar year 2022. Indicate the monthly base rent and the total income received from rents segregated by use (retail, office, etc.) and tenant.

Hotels, & Motel Rents – Section 3

Indicate the number of rooms by type and the average rate per night on page 3. Indicate total income from room rental in calendar year 2022 on page 4.

Annual Income & Expenses – Section 5

Please supply all annual operating incomes and expenses for the **last two years** for the entire property. Allowable expenses are those which are necessary to the operation of the property, NOT THE BUSINESS. Please note any expenses which may last for more than one year.

If you are the owner and sole occupant of the building (i.e., you do not rent any part to anyone else), please circle YES next to the question asking if the property or building is “occupied by owner” in the applicable section (Sections 1, 2 & 3). **Your expense information still needs to be submitted, even when there is no rental income otherwise the submission is incomplete, and a fine could be issued up to \$250.**

NOTE: It is important to fill out all sections of the statement. Note particularly the tenant/owner expense responsibilities at the end of the first column on page 2. Be sure that your signature is on the bottom of page 1 and include a telephone number where you can be reached during the day if there are any questions.