

2022 COMMERCIAL REAL ESTATE PROPERTY DECLARATION FORM

**ASSESSOR'S OFFICE, ROOM 115
389 CONGRESS STREET
PORTLAND, MAINE 04101**

THIS SCHEDULE **MUST** BE PRESENTED TO THE ASSESSOR'S OFFICE, ROOM 115, CITY HALL, PORTLAND, MAINE, EITHER IN PERSON, ELECTRONICALLY SUBMITTED VIA E-MAIL TO assessors@portlandmaine.gov OR MAILED TO THE ABOVE ADDRESS **ON OR BEFORE THE SECOND DAY OF MAY 2022**. **FAILURE TO FILE this report, in the form and manner as herein prescribed, shall result in a presumption of your ownership (leased or otherwise), and subsequent tax liability of any taxable real or personal property items in your possession.** This schedule is required under the statutes of the State of Maine (see Section 706-A below) and includes those items which are normally assessed for taxation by the City of Portland. Although this schedule will be accepted by the Assessor as in substantial compliance with the statutes, neither the Assessor nor the City of Portland can guarantee that the Courts will accept it as a "true and perfect list" should the taxpayer desire to appeal as provided by law, from the value placed by the Assessor.

Seq No:
Parcel Id:
Land Use:
Property Location:
H.T.E. Number:
Re:

Check correct title (owner will be assumed unless otherwise noted: Owner () Party in Possession ()

36 M.R.S.A., SECTIONS 551 and 706-A

Sec. 551. REAL ESTATE: DEFINED. - Real estate, for the purposes of taxation, shall include all lands in the State and all buildings, mobile homes and other things affixed to the same, such as, but not limited to, camp trailers, together with the water power, shore privileges and rights, forests and mineral deposits appertaining thereto; interests and improvements in land, the fee of which is in the State; interests by contract or otherwise in real estate exempt from taxation; and lines of electric light and power companies. Buildings, mobile homes and other things affixed to the land, on leased land or on land not owned by the owner of the buildings, shall be considered real estate for purposes of taxation and shall be taxed in the place where said land is located. Mobile homes, except stock in trade, shall be considered real estate for purposes of taxation.

Sec. 706-A. TAXPAYERS TO LIST PROPERTY, NOTICE, PENALTY, VERIFICATION - Before making an assessment, the assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory may give reasonable notice in writing to all persons liable to taxation or qualifying for exemption pursuant to subchapter 4-C in the municipality, the primary assessing area or the unorganized territory to furnish to the assessor or assessors, chief assessor or State Tax Assessor true and perfect lists of all the property the taxpayer possessed on the first day of April of the same year and may at the time of the notice or thereafter require the taxpayer to answer in writing all proper inquiries as to the nature, situation and value of the taxpayer's property liable to be taxed in the State or subject to exemption pursuant to subchapter 4-C. The list and answers are not conclusive upon the assessor or assessors, chief assessor or State Tax Assessor.

As may be reasonably necessary to ascertain the value of property according to the income approach to value pursuant to the requirements of section 208-A or generally accepted assessing practices, these inquiries may seek information about income and expense, manufacturing or operational efficiencies, manufactured or generated sales price trends or other related information.

A taxpayer has 30 days from receipt of a request for a true and perfect list or of proper inquiries to respond to the request or inquiries. Upon written request to the assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory, a taxpayer is entitled to a 30-day extension to respond to the request for a true and perfect list or proper inquiries, and the assessor may at any time grant additional extensions upon written request. Information provided by the taxpayer in response to an inquiry that is proprietary information, and is clearly labeled by the taxpayer as proprietary and confidential information, is confidential and is not a public record for purposes of Title 1, chapter 13.

A notice to or inquiry of a taxpayer made under this section may be by mail directed to the last known address of the taxpayer or by any other method that provides reasonable notice to the taxpayer. If notice is given by mail and the taxpayer does not furnish the list and answers to all proper inquiries, the taxpayer may not apply to the assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory for an abatement or appeal an application for abatement of those taxes unless the taxpayer furnishes the list and answers with the application and satisfies the assessing authority or authority to whom an appeal is made that the taxpayer was unable to furnish the list and answers in the time required. The list and answers are not conclusive upon the assessor or assessors, chief assessor or State Tax Assessor.

If the assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory fails to give notice by mail, the taxpayer is not prohibited from applying for an abatement; however, upon demand, the taxpayer shall furnish the list and answer in writing all proper inquiries as to the nature, situation and value of the taxpayer's property liable to be taxed in the State. A taxpayer's refusal or neglect to answer the inquiries bars an appeal, but the list and answers are not conclusive upon the assessor or assessors, chief assessor or State Tax Assessor.

The assessor or assessors, chief assessor of a primary assessing area or State Tax Assessor in the case of the unorganized territory may require the person furnishing the list and answers to all proper inquiries to subscribe under oath to the truth of the list and answers.

DECLARATION OF REAL ESTATE OWNED IN PORTLAND ON APRIL 1st, 2022

LOCATION (Street and number, or other brief description. Attach additional sheets, if necessary)

***** PLEASE COMPLETE REVERSE SIDE *****

PLEASE RESPOND TO THE FOLLOWING REQUEST FOR ADDITIONAL INFORMATION

Income and Expense Report

Pursuant to 36 MRSA §706-A, the Portland Assessor's office is requesting the below information relative to the financial operating statement of your property. Please note: this is not a request for the business financials, only the property. We are requesting current income and expense information for the 2021 calendar year. **Prompt attention to this request will help ensure that your assessment will be based on the most accurate information available. Refusal or neglect to provide this data may result in the loss of your right to appeal.** Please complete the requested information below or attach copies of your 2021 operating statements and return to the Assessor's office on or before 5/02/2022.

Gross Annual Income

Annual Operating Expenses

Commercial Buildings For: 2021

Fixed Expenses: 2021

Gross Square Footage

First Floor: Retail _____ \$ _____
 : Office _____ \$ _____
 : Warehouse _____ \$ _____
 : Parking _____ \$ _____

Upper Floors: Retail _____ \$ _____
 : Office _____ \$ _____
 : Apartment _____ \$ _____
 : Warehouse _____ \$ _____
 : Parking _____ \$ _____

Other: Reimbursed Expenses \$ _____
 : Miscellaneous \$ _____
 : Surface Parking \$ _____

Total Comm. Building Income: \$ _____

Real Estate Taxes: \$ _____
 Building Insurance: \$ _____
 Personal Property Taxes: \$ _____

Total Fixed Expenses: \$ _____

Variable Expenses:

Professional (Legal & Accounting): \$ _____
 Advertising: \$ _____
 Management Fees: \$ _____
 Administration (Salaries & Related): \$ _____
 Travel: \$ _____
 Heat & Hot Water: \$ _____
 Electricity: \$ _____
 Utilities/Water/Sewer/Gas: \$ _____
 Cleaning & Trash Removal: \$ _____
 Maintenance & Fees: \$ _____
 Fit-out: \$ _____
 Roads, Grounds. & Security: \$ _____
 Other: \$ _____

Total Variable Expenses: \$ _____

Apartment Buildings For: 2021

Type No. of Units x \$ Per Month = Total Gross Income

Efficiency _____ x \$ _____ = \$ _____
 1 Bedroom _____ x \$ _____ = \$ _____
 2 Bedroom _____ x \$ _____ = \$ _____
 3 Bedroom _____ x \$ _____ = \$ _____
 Other Income \$ _____

Total Apt. Building Income: \$ _____

OWNER OCCUPIED? (Yes) ___ (No) ___ If Yes, please explain what area is occupied. Use a separate sheet if needed. _____
 UTILITIES INCLUDED? (Yes) ___ (No) ___ If Yes, please explain. Heat, electricity, etc. _____
 APPLIANCES INCLUDED? (Yes) ___ (No) ___ If Yes, please give number of stoves____, refrigerators____, clothes washing machines____, dryers____.

I hereby certify, having read the above, that as to the items upon which a report is made they are full, true, and correct, to the best of my knowledge and belief.

Signature: _____ Printed Name: _____ Date: _____
 Official Title: _____ Email: _____ Phone #: _____