

Town of Auburn, Massachusetts

Julie A. Jacobson
Town Manager

Cynthia Cosgrove
Chief Assessor



R.E. ABATEMENT PROCEDURES FY 2018

FILING DEADLINE: **Thursday, February 1, 2018 by 4:00 PM**
If mailed, must be postmarked by February 1, 2018

You must file timely, or the Assessor is prevented by law from granting any abatements.

1. On your tax bill, one of the most important things to notice is the **ASSESSMENT DATE**. The valuation shown on your bill is the market value as of January 1, 2017, **NOT** the date you received the bill.
2. If you think your valuation is wrong, and obtain an application for abatement, please be sure to read the instructions on both the back and front of the form thoroughly. **You should also request a copy of the field card for your property to verify that there are no listing errors on your property record card.** You may obtain a copy of your property record card at our website at <http://town.auburn.ma.us> as well.
3. When you request an abatement application form you will receive a **REQUEST FOR INFORMATION FORM** (Ch. 59 §61A Request) for your particular type of property. If you download an abatement form from our website you should make sure you also download the correct form for your property. This form is your opportunity to “make your case” and justify the reasoning behind your application. A Board of Assessors has the authority under Mass General Law Ch. 59 §61A to require that this form be filled out and returned with 30 days. Failure to comply with the provisions of Section 61A may bar you from any statutory appeal should your abatement application be denied by the Assessor.
4. ***Commercial/Industrial/Mixed Use/Apartment Properties – If you are owner occupied you must provide the information requested in the section for Owner Occupied properties to have your application and 61A documents considered as filed completed. If no information is provided your application will most likely be denied for non-compliance.***

Any information needed to substantiate your claim is readily available at our office. There is a public information terminal and printouts at the counter where you can view other properties and assessments, as well as complete assessment information available online at our website <http://town.auburn.ma.us>

Please make sure you return your completed and signed abatement application, along with a copy of your tax bill, and the Request for Information Forms by the February 1st deadline.