

Town Of Mendon
20 Main St
Mendon, MA 01756
508-473-2738

Information Requisition
Fiscal Year 2026

Date Sent: _____
Date Submitted: _____

RESIDENTIAL PROPERTY – 1, 2 FAMILY, 3 FAMILY, CONDOMINIUM

Assessed Owner: _____

Location: _____

Map: _____ Block: _____ Parcel: _____ Bill No.: _____ Assessed Value: _____

GENERAL INFORMATION

This information requisition form is issued pursuant to the authority of the Assessors under M.G.L. Ch. 59, Sec. 61A. complete this form and return it to the Assessors Office, Town Hall, 20 Main Street, Mendon, MA 01756 on or before 30 days after receipt of the form in order to preserve your rights. **FAILURE TO SUBMIT ALL THE REQUESTED INFORMATION WITHIN 30 DAYS COULD CAUSE DENIAL OF THE ABATEMENT APPLICATION.** Complete this form by providing all the information requested. Type or print clearly with ballpoint pen.

PART ONE: GOUNDS FOR COMPLAINT: Complete all sections which apply to your abatement application.

____ **OVERVALUATION:** claims are based on 1 of 2 reasons:

A) Based on SALES MARKET ACTIVITIES: B) based on ASSESSED VALUES OF SIMILAR PROPERTIES

The applicants opinion of value is \$ _____ based on: _____

A) If your claim is based on SALES MARKET ACTIVITIES, please fill out the following:

(Use properties with very similar characteristics to your own)

Map/Block/Parcel	Address	Date of Sale	Sale Price
------------------	---------	--------------	------------

1. _____

2. _____

3. _____

(Use additional sheets if necessary)

B) If your claim is based on ASSESSED VALUES OF SIMILAR PROPERTIES please fill in the following:

(Used properties with very similar characteristics to your own)

Map/Block/Parcel	Address	Assessed Values		
		Building	Land	Total

1. _____

2. _____

3. _____

(Use additional sheets if necessary)

PURCHASE INFORMATION: If your property was purchased within the past two years:

DATE OF PURCHASE: _____ TOTAL PURCHASE PRICE: _____

DOWN PAYMENT: _____ FIRST MORTGAGE TERM (YEARS): _____

INTEREST RATE (%): _____ ANY SPECIAL FINANCING? (EXPLAIN): _____

ANY NON-REAL ESTATE ITEMS INCLUDED IN THE SALE? _____ IF YEST LIST: _____

***** YOU MUST ALSO COMPLETE THE REVERSE SIDE OF THIS FORM *****

I certify under pains of perjury that the information supplied in this requisition is true and correct.

SIGNATURE: _____ DATE: _____

IF SIGNED BY A REPRESENTATIVE OF THE TAXPAYER, ATTACH COPY OF THE WRITTEN AUTHORIZATION SIGNED BY THE TAXPAYER

PART TWO: PHYSICAL DESCRIPTION

Please indicate the **NUMBER** of each type of room in your home. **INCLUDE** any rooms intended for regular use in finished basement and finished attic areas. (DO NOT INCLUDE BATHROOMS IN TOTAL ROOM COUNTS)

	Bathrooms w/5 fixtures		Family Room		
	Bathrooms w/4 fixtures		Formal Dining Room (not dining area, dinette, or breakfast nook)		
	Bathrooms w/3 fixtures		Large Foyer (over 70 square feet)		
	Bathrooms w/2 fixtures		Den		
	Bedrooms		Laundry Room		
	Kitchens		Office		
	Dining Area (not formal, not part of kitchen)		Study		
	Living Room(s)		Exercise Room		
	TOTAL ROOM COUNT (DO NOT include bathrooms – DO include rooms in finished attics and basements)		Library		
			Sun Room		
			Recreation Room		
			Apartment – In Law		Apartment – Rented
			Other		Other

COUNTS OF INTERIOR PLUMBING FIXTURES:

PLEASE INDICATE QUANTITY OF EACH:

	Bathtubs Standard _____ Jacuzzi Type		# of bedrooms adjoining a bathroom or sitting room
	Shower Stalls (Separate – not in bathtub)		# of wood burning masonry fireplaces (working)
	Toilets		# of rooms with Hardwood, Stone, Ceramic tiles or Marble Floors
	Sinks (Bath and Kitchen)		# of rooms with stained or varnished woodwork
	Water Hookups indoors (laundry supply, etc.)		# of exterior walls with 50% or more brick or stone
	Hot Tub (indoors or outdoors) _____ size		# of bathrooms with ceramic tile

WALL MATERIAL (Predominant):

FLOOR MATERIAL (Predominant):

SWIMMING POOLS:

	Drywall		W/W Carpeting		Above Ground
	Plaster		Pine/Fir Boards		In Ground
	Paneling (4x8 Sheets)		Hardwood		Pool Material
	Pine		Wide Board (Antique)		Liner Material
	Plaster/antique type panels (NOT 4x8 Sheets)		Linoleum/Vinyl Tile		Pool Size
	Unfinished		Ceramic Tile		Deck Area
	Other		Stone		Pool Patio Area
			Other		Other
					Other

HEATING SYSTEM:

HEATING FUEL USED:

TYPE OF FOUNDATION/BASEMENT:

	Forced Hot Air (No Air Conditioning)		Oil		Full Basement Cement Walls _____ Check if Dirt Floor
	Floor Furnace		Gas		Crawl Space only (Cement walls)
	Wall Furnace		Propane		Slab Foundation Only
	Gravity Furnace (includes Wood Stove)		Electric		Post/Piers Only
	Floor Radiant (Hot Water)		Solar Assisted		Outside basement entrance
	Ceiling Radiant (Hot Water)				Inside basement entrance
	Electric Baseboard				% if any of BASEMENT WITH FINISHED ROOMS (family room, recreation room, bedrooms, etc)
	Baseboard Hot Water				% if any of ATTIC WITH FINISHED ROOMS _____ Heated _____ Not Heated
	Radiators Hot Water/Steam				
	Central Air Conditioning (not window units)				
	No Heat				TYPE OF WINDOWS:
	Heat Pump				Thermal Pane
	Solar				Single Pane
					Storm Windows

INSULATION:

GENERAL CONDITION:

GOOD

AVG

FAIR

POOR

	Well Insulated	Foundation				
	Poorly Insulated	Roofing				
	No Insulation	Siding				
		Windows				
		Floors				
		Walls				
		Ceilings				
		Heating System				
			Electrical System			
			Plumbing System			

PART THREE: RENTAL INFORMATION:

Fill in if you rent any portion of the property.

Number of
RoomTenant
NameMonthly
RentFurnished or
UnfurnishedMonths
Vacant

Please use additional sheets as necessary for comments that affect the fair market value of your property.