

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			Total
		Building	Land		
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 YES 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
	Other
	Apartment – Rented
	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 Room	Tenant Name	Monthly Rent	Furnished or Unfurnished	Months Vacant

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