



121A/6A Valuation Liability Form

City of Boston Assessing Department, Room 301
1 City Hall Square, Boston, MA 02201-1050

INSTRUCTIONS

121A corporations have a legal obligation to submit certain annual information to the City of Boston. The following instructions are provided to you as a guideline for the information required. The Assessing Department Valuation Liability Form follows and must be completed by **the first Monday of February 2011**.

If your particular 6A contract calls for more detailed or specific reporting, please comply with the contract provisions and explain in detail as to how you arrived at your computations on the Assessing Department Valuation Liability Form.

DATA REQUIRED

On or before **the first Monday of February 2011** an estimation of the following:

Section A.

Total potential and collected income for calendar year 2010 broken into the following categories as appropriate:

1. Address, total number of units, and or square footage of commercial space in the property.
2. Residential Rent Roll, with size of each residence (e.g., Two bedroom, Studio, etc.). List of tenants by name, address, lease and terms, rent required and other payments required.
3. Subsidies (if applicable).
4. Tax clause payments (if applicable).
5. Commercial Rent Roll and square footage of each tenant.
6. Any additional tenant payments i.e. operating escalation clause, parking.
7. H.U.D. Form 92410 (if applicable).
8. Declaration of Liability Form - Assessing Department (page 2).
9. Authorization disclosure form (page 3).

Before we can give you an estimate of Fair Market Value, **all the information in Section A must be completed and returned to the Assessing Department**, Attn. John Taglilatela. Mr. Taglilatela can be reached at (617) 635-1131, fax (617) 635-3101, email john.taglilatela@cityofboston.gov



121A/6A Authorization Disclosure Form

City of Boston Assessing Department, Room 301
1 City Hall Square, Boston, MA 02201-1050

February 10, 2011

State Tax Commission
Department of Revenue
Mr. Todd Sharek
200 Arlington Street, Room 4300
Chelsea, MA 02150

Gentlemen:

Please accept this letter as authorization to disclose the contents of the Urban Redevelopment Excise Return and attachments of any, of the below corporation for the year 2010 to the Commissioner of Assessing of the City of Boston or his designated Representative either John Tagliatela or Robert T. Walthall.

Very truly yours,

John Tagliatela
Member, Board of Review

Name of Corporation: _____

Signature: _____

Title: _____

Date: _____