

What is needed to apply for a Real Estate or Personal Property Abatement for FY'11?

1. **Check the Assessors Records first.** Make sure that we have the correct data on your property. Come into the office and request a property record card or visit the town website; www.Southboroughma.com and view your property information online. This will tell you the size of your home, room count, any amenities etc., as well as the size of your lot.
2. **Our values are based on sales.** What this means is we set the value of your property by thoroughly reviewing all the sales information relative to your neighborhood and house style to arrive at a fair and equitable value. The sales information was derived from the calendar year 2009.
3. **Final Department of Revenue Approval.** Once all sales analysis has been completed and assessments finalized, the Department of Revenue reviews all the documentation, spreadsheets, and even at times drives to the neighborhoods to get a better understanding of our values. After lengthy scrutiny by the DOR, the values are approved, allowing us to proceed with the setting of the Tax Rate.
4. **What you need to do to apply for an abatement if you feel your value is in error.**
 - **You must file an Abatement Application**
 - **The application must be in the Assessors Office no later that February 1, 2011.**
 - **You must explain WHY you feel aggrieved by the value of your property.**
 - **You must submit sales information that will substantiate your grievance; these sales must reflect the same time period referenced above.**

Once the application is received in the office, the Assessor will review it.

At that time the Assessor may wish to make a visit to review you property with you. The property is reviewed to verify all information is correct in the property record card. If a data error is discovered, we will make the correction and contact you about any valuation adjustment that may result.

If the value grievance is based on the sales, you may wish to make an appointment with the Assessor to discuss your property.