



CITY OF PORTLAND
Assessor's Office
Christopher A. Huff, CMA

[OWN1]
[OWN2]
[ADDR]
[CITY], [STATE] [ZIP]

December 7, 2020

RE: City of Portland Revaluation Project – Apartment and Commercial Property Valuation
CBL: [PARID] [LOCATION]

Dear Apartment and Commercial/Industrial Property Owner(s),

The City of Portland Assessor's Office, in conjunction with our contracted vendor Tyler Technologies, started a city-wide revaluation project of all real property in 2019. We had originally intended to set new values for the FY21 tax roll, but the COVID-19 pandemic caused this to be delayed. This delay will allow project staff to review market and economic changes that have resulted from the pandemic. New assessed values for all properties will be adjusted for the Fiscal Year 2022 assessment roll.

We are once again asking for your assistance, as we are required to gather and analyze current and relevant rental income and expense data. In order to fairly and equitably assess your commercial property, information regarding its rental income and expenses is required. We are requesting 2019 and 2020 rental and expense information. We are **not** asking for your **business's** income and expenses. Commercial properties are assumed to be leased or rented to tenants. If the property is rented, please complete the forms as appropriate. If you have vacancies, please note that and provide the asking or expected rental rates for that space. If the property is not rented or leased (owner-occupied), please note that as well. If you have a financial application (QuickBooks, Mint, etc.) that can provide this requested data in an electronic report, we will gladly accept that.

Our office normally sends yellow Commercial Real Estate forms to property owners requesting this info as part of our annual M.R.S.A. Title 36, §706-A information request. The enclosed worksheet will replace that request for 2021 and you will not be receiving the normal yellow form in February.

Kindly complete and return the form and any income and expense documents **no later than Friday, February 12, 2021** to:

City of Portland Assessor's Office
389 Congress St, Room 115
Portland, ME 04101

If you prefer, you may e-mail this form and any supporting documents to Assessors@portlandmaine.gov. Please know that per Maine law, **all information provided on this report will remain strictly confidential.** While there is no penalty for failure to provide this information at this time, you will need to submit this information should you wish to challenge your new value during the informal hearing appeal process phase of the project.

389 Congress Street • Portland, Maine 04101 • 207-874-8486
assessors@portlandmaine.gov • www.portlandmaine.gov

Completion of the form should be self-explanatory; however, if you have any questions or issues please contact the Revaluation Helpline at (207) 874-8763. **Please make sure to sign and date the form on the top of page 3.**

Thank you in advance for your cooperation and attention to this very important matter. Our key goals of this revaluation project are equitable, fair and accurate assessed values. The data you provide is extremely helpful in making these goals a reality.

Sincerely,

Christopher Huff

City Assessor