



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

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

As we turn the calendar towards spring, at least two things are certain: the winter thaw is coming and it's time to submit your annual Commercial Real Estate Property Declaration. Pursuant to 36 M.R.S.A. § 706-A, the City of Portland Assessor's Office is requesting income and expense information relative to the financial operating statement of your property (not the business within the property.)

As part of the valuation process for apartment and commercial property, we gather and analyze current and relevant rental income and expense data. In order to fairly and equitably assess your particular property, information regarding its rental income and expenses is required. We are requesting **2019** 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 provide the asking or expected rental rates for that space. If any part or all of your property is owner occupied, please note that too! Kindly complete and return the attached income and expense documents **no later than Friday, May 1st, 2020** to:

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

If you prefer, you may e-mail this form 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, not doing so may result in the loss of your right to appeal the valuation per Maine law.

Completion of the form should be self-explanatory; however, if you have any questions or issues please contact our office at (207) 874-8486. Please make sure to sign and date the form as well as provide a phone number or email address in case we need to contact you.

Thank you in advance for your cooperation and attention to this very important matter.

Sincerely,

Christopher Huff

City Assessor