

Town of Gray, Maine

REQUEST FOR INFORMATION

KRT Appraisal, the company contracted to perform the commercial and industrial revaluation in the Town of Gray, ME has attached a request form for income and expenses information for commercial, industrial and apartment owners to fill out and return.

By completing the enclosed form, you will help reflect the economic conditions within our community, which will become the basis for utilizing the income approach to value. The information you provide will be considered, along with other information gathered, in order to establish uniform guidelines that will be equitably applied throughout the community.

NOTE: Please remember that we are **not** asking for income and expenses relating to the business being conducted on the property. If the business in the building is owner-occupied, and thus there is no market oriented rental income, please indicate that the property is **owner-occupied** in the General Data section of the form and return. We are asking for rental information relating to gross rental income received and expenses that, as a landlord, you pay. **The information provided will be kept in the strictest confidence by KRT Appraisal and the Assessor's Office and is not open to public inspection.**

- Please include the business name or names of all your tenants for each property you own. If apartments, then indicating the unit number only is acceptable. List upper floor uses i.e. offices, retail, apartments, storage, etc. Please indicate what floor the tenant occupies.
- Please include the monthly or annual rent that each tenant paid for calendar year 2023.
- Please indicate expenses paid by the tenant.
- Please indicate annual expenses paid by the landlord out of gross rental income for 2023.
- Please indicate, if possible, the gross leasable area per floor area for each tenant.

Again, we ask that those **properties which are strictly owner-occupied please indicate this on the form and return to the address below.** If you are not an owner-occupied property and you do not provide KRT Appraisal with the requested information, KRT Appraisal will have to assume that your property is fully rented and was generating market value rents during 2023.

This request is made in compliance with 36 MRS §706-A, which states, in part, "If notice is given by mail and the taxpayer does not furnish the list and answers to all proper inquiries, the taxpayer may not apply to the assessor for an abatement or appeal an application for abatement of those taxes..."

We would like to have these requests returned by **April 26, 2024**. **All completed forms must be returned to:**

**KRT Appraisal
191 Merrimack Street
Suite 701
Haverhill, MA 01830**

Please do not hesitate to contact the Assessor's Office or check out KRT Appraisal's website, www.krtappraisal.com for more information should you have any questions. Your cooperation is appreciated.

Sincerely,

KRT Appraisal &
Gray Assessor's Office