



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

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

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

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

As you may have recently read or heard about, the City of Portland is conducting a city-wide revaluation of all real property. Tyler Technologies is the firm that has been hired for this project. This effort will culminate in new assessments for all properties for the Fiscal Year 2021 assessment roll.

As part of the valuation process for apartment and commercial property, we are required to 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 currently requesting 2017 and 2018 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. Kindly complete and return the attached income and expense documents **no later than Friday, August 16th, 2019** 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 at this time, you will need to submit this information should you wish to challenge your new value during the informal hearing appeal process next year.

Completion of the form should be self-explanatory; however, if you have any questions or issues please contact Tyler 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.

Sincerely,

Christopher Huff

City Assessor