

TOWN OF ORANGE  
BOARD OF ASSESSORS

CYNTHIA BROWN, CHAIR  
LISA ELLIOTT, MEMBER  
GEORGE HUNT, MEMBER

ADAM HEMINGWAY  
ASSOCIATE ASSESSOR  
KRISTEN CORMIER  
ASSESSOR ADMINISTRATOR

**ABATEMENT APPLICATIONS MUST BE  
RECEIVED BY THE ASSESSORS' OFFICE  
ON OR BEFORE:**

**MONDAY, FEBRUARY 2, 2026**

**FISCAL YEAR 2026 VALUES ARE BASED  
ON THE ASSESSMENT DATE AS OF  
JANUARY 1, 2025**

**TOWN OF ORANGE**  
**BOARD OF ASSESSORS**

CYNTHIA BROWN, CHAIR  
LISA ELLIOTT, MEMBER  
GEORGE HUNT, MEMBER

ADAM HEMINGWAY  
ASSOCIATE ASSESSOR  
  
KRISTEN CORMIER  
ASSESSOR ADMINISTRATOR

**ABATEMENT APPLICATION INSTRUCTIONS**

STATE TAX FORM 128  
APPLICATION FOR ABATEMENT OF REAL PROPERTY TAX/PERSONAL PROPERTY TAX  
REVISED 11/2016

All sections of the application should be completed in their entirety.

1. **SECTION A. TAXPAYER INFORMATION.** The assessed owner is the person or entity that owned the property on January 1, 2025. The telephone number(s) should be the best way to reach you if we have any questions and to call to schedule an inspection of the property.
2. **SECTION B. PROPERTY IDENTIFICATION.** Most of the information needed for this section can be found on your tax bill. The most important fields to fill out are the tax bill number, assessed valuation, location, Parcel ID (map-parcel), and Class. Check "Real" if your property is real estate, and "Personal" if your property is business personal property.
3. **SECTION C. REASON(S) ABATEMENT SOUGHT.** Please provide your opinion of value and a brief narrative supporting your claim. Feel free to attach additional supporting documentation. You will also be asked to complete the information requisition form which is attached to the application. **In the case of Data Collection or Data Entry errors on your property record card, clearly state the Data Error under "Explanation."** We will contact you to schedule a visit to verify what corrections, if any, are to be made.
4. **SECTION D. SIGNATURES.** Please make sure you sign and date the back of the application. Without a signature, the Board of Assessors will be unable to consider your appeal.

All properties for which abatement applications are received will be required to be made available for a full inspection by a member of the Assessing staff. Refusal to grant such inspection will result in the application being denied and you may lose your right to any statutory appeals under the provisions of Massachusetts General Law, Chapter 59, Section 61A.



---

**D. SIGNATURES.**

Subscribed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Under penalties of perjury.

Signature of applicant \_\_\_\_\_

If not an individual, signature of authorized officer \_\_\_\_\_

Title \_\_\_\_\_

(      )

(print or type) Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

If signed by agent, attach copy of written authorization to sign on behalf of taxpayer.

---

**TAXPAYER INFORMATION ABOUT ABATEMENT PROCEDURE**

**REASONS FOR AN ABATEMENT.** An abatement is a reduction in the tax assessed on your property for the fiscal year. To dispute your valuation or assessment or to correct any other billing problem or error that caused your tax bill to be higher than it should be, you must apply for an abatement.

You may apply for an abatement if your property is: 1) overvalued (assessed value is more than fair cash value on January 1 for any reason, including clerical and data processing errors or assessment of property that is non-existent or not taxable to you), 2) disproportionately assessed in comparison with other properties, 3) classified incorrectly as residential, open space, commercial or industrial real property, or 4) partially or fully exempt.

**WHO MAY FILE AN APPLICATION.** You may file an application if you are:

- the assessed or subsequent (acquiring title after January 1) owner of the property,
- the personal representative of the assessed owner's estate or personal representative or trustee under the assessed owner's will,
- a tenant paying rent who is obligated to pay more than one-half of the tax,
- a person owning or having an interest or possession of the property, or
- a mortgagee if the assessed owner has not applied.

In some cases, you must pay all or a portion of the tax before you can file.

**WHEN AND WHERE APPLICATION MUST BE FILED.** Your application must be filed with the assessors on or before the date the first installment payment of the actual tax bill mailed for the fiscal year is due, unless you are a mortgagee. If so, your application must be filed during the last 10 days of the abatement application period. Actual tax bills are those issued after the tax rate is set. Applications filed for omitted, revised or reassessed taxes must be filed within 3 months of the date the bill for those taxes was mailed. THESE DEADLINES CANNOT BE EXTENDED OR WAIVED BY THE ASSESSORS FOR ANY REASON. IF YOUR APPLICATION IS NOT TIMELY FILED, YOU LOSE ALL RIGHTS TO AN ABATEMENT AND THE ASSESSORS CANNOT BY LAW GRANT YOU ONE. TO BE TIMELY FILED, YOUR APPLICATION MUST BE (1) RECEIVED BY THE ASSESSORS ON OR BEFORE THE FILING DEADLINE OR (2) MAILED BY UNITED STATES MAIL, FIRST CLASS POSTAGE PREPAID, TO THE PROPER ADDRESS OF THE ASSESSORS ON OR BEFORE THE FILING DEADLINE AS SHOWN BY A POSTMARK MADE BY THE UNITED STATES POSTAL SERVICE.

**PAYMENT OF TAX.** Filing an application does not stay the collection of your taxes. In some cases, you must pay all preliminary and actual installments of the tax when due to appeal the assessors' disposition of your application. Failure to pay the tax assessed when due may also subject you to interest charges and collection action. To avoid any loss of rights or additional charges, you should pay the tax as assessed. If an abatement is granted and you have already paid the entire year's tax as abated, you will receive a refund of any overpayment.

**ASSESSORS DISPOSITION.** Upon applying for an abatement, you may be asked to provide the assessors with written information about the property and permit them to inspect it. Failure to provide the information or permit an inspection within 30 days of the request may result in the loss of your appeal rights.

The assessors have 3 months from the date your application is filed to act on it unless you agree in writing before that period expires to extend it for a specific time. If the assessors do not act on your application within the original or extended period, it is deemed denied. You will be notified in writing whether an abatement has been granted or denied.

**APPEAL.** You may appeal the disposition of your application to the Appellate Tax Board, or if applicable, the County Commissioners. The appeal must be filed within 3 months of the date the assessors acted on your application, or the date your application was deemed denied, whichever is applicable. The disposition notice will provide you with further information about the appeal procedure and deadline.

---

**DISPOSITION OF APPLICATION (ASSESSORS' USE ONLY)**

Ch. 59, § 61A return	GRANTED <input type="checkbox"/>	Assessed value	_____
Date sent _____	DENIED <input type="checkbox"/>	Abated value	_____
Date returned _____	DEEMED DENIED <input type="checkbox"/>	Adjusted value	_____
On-site inspection		Assessed tax	_____
Date _____		Abated tax	_____
By _____	Date voted/Deemed denied _____	Adjusted tax	_____
	Certificate No. _____		
	Date Cert./Notice sent _____		Board of Assessors
Data changed _____	Appeal _____		_____
	Date filed _____		_____
Valuation _____	Decision _____		_____
	Settlement _____	Date: _____	

**TOWN OF ORANGE  
BOARD OF ASSESSORS  
6 PROSPECT ST  
ORANGE, MA 01364**

Dear Taxpayer:

This information requisition form is issued pursuant to the full and fair cash valuation of your real property, and is being made by the Board of Assessors, under. M.G.L. Ch. 59 Sec. 61A, in response to the filing of an application for abatement for FY 2026. This form must be completed in full and returned to the Assessors' Office, 6 Prospect St, Orange, MA. It is suggested this request be filed with your abatement application; failure to do so may forfeit any rights to appeal. You must be able to prove that the fair market value of your property is less than its assessed value.

**ASSESSED OWNER:** \_\_\_\_\_

**PROPERTY LOCATION:**

**PARCEL ID:** \_\_\_\_\_ **FY 2026 ASSESSED VALUE:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **TELEPHONE #:** \_\_\_\_\_

## MARKET DATA

**MARKET DATA**  
State your opinion of the full and fair cash value of your property as of **January 1, 2025**, and detail the facts that lead to the conclusion. "Full and fair cash value" is defined as "100% of a property's 'fair market value', which is the price an owner willing but not under compulsion to sell ought to receive from one willing to but not under compulsion to buy." (Tenn. Code Ann. § 67-1-304; see also 25A M&S 218 (1966)).

List at least **three (3) calendar year 2024 sales of comparable properties in Orange** which you have utilized to support your **opinion of value**. Be sure to use properties that are like yours in location, lot size, gross living area of the dwelling, age, quality and condition. These sales should also have occurred reasonably close to the assessment date.

List at least **three (3) assessments of comparable properties** which you have utilized to support your contention of **disproportionate assessment**. Be sure to use properties that are like yours in location, lot size, gross living area of the dwelling, age, quality and condition.

Has someone other than the Town valued your property in 2023 thru 2024 (i.e. an appraisal for a bank or a comparative market analysis performed by a real estate broker or appraiser)? \_\_\_\_\_  
If the answer is yes, attach a copy of the report to this form.

State any current special circumstances or conditions which you feel affects the fair market value of your home or anything further you wish the Board of Assessors to consider:

---

---

---

### **PROPERTY DESCRIPTION**

Please describe the physical features of the subject property:

Style of Home \_\_\_\_\_ Year Built \_\_\_\_\_ # of Rooms \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of Full Baths \_\_\_\_\_  
# of Half Baths \_\_\_\_\_ # of Fireplaces \_\_\_\_\_ # of Kitchens \_\_\_\_\_ Central A/C (Y/N) \_\_\_\_\_ Central Vac (Y/N) \_\_\_\_\_

Type of Heat \_\_\_\_\_ Fuel Type \_\_\_\_\_ Sq Ft Living Area \_\_\_\_\_ Finished Basement Area \_\_\_\_\_

# of Basement Garages \_\_\_\_\_ Attached Garage Sq Ft \_\_\_\_\_ Detached Garage Sq Ft \_\_\_\_\_ Carport Sq Ft \_\_\_\_\_

Overall Condition \_\_\_\_\_

Describe any yard items (i.e. pools, sheds, patio, etc.) include type of structure, age, size and condition:

### **SALES INFORMATION**

Was this property purchased within the last two years? \_\_\_\_\_ If yes, please fill out the following information regarding the purchase: Total sales price: \$ \_\_\_\_\_

What type of property was purchased? Vacant Land \_\_\_\_\_ Single Family \_\_\_\_\_ Two Family \_\_\_\_\_ Three Family \_\_\_\_\_  
Condo \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Month and year sales price was agreed upon \_\_\_\_\_

Did the seller finance any of the purchase price? Yes \_\_\_\_\_ No \_\_\_\_\_

Were there any sales or financing concessions? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

Was any of the purchase price paid in terms other than cash (such as trade)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

Was there any personal property (such as furnishings, machinery, livestock, etc.) included in the sales price? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please state the value of such items \$ \_\_\_\_\_

Please describe these items \_\_\_\_\_

If any unpaid taxes or assessments, or any expenses were assumed by the buyer and not included in the sales price, please state the amount \$ \_\_\_\_\_

Please answer YES or NO to the following:

Was this a sale between relatives \_\_\_\_\_

Was it a sale of an undivided interest \_\_\_\_\_

A sale transfer between related parties (company sale, etc.) \_\_\_\_\_

A forced sale (auction, foreclosure, bank sale, bankruptcy, etc.) \_\_\_\_\_

If the purchase was for vacant land, did the purchase price include a septic system or well? \_\_\_\_\_

If the property was not recently sold has the property been listed for sale within the past year? \_\_\_\_\_ If yes, state the listing price: \$ \_\_\_\_\_

### **COST DATA**

State any new construction, alterations or rehabilitation such as new bathrooms, new kitchen, heating, electrical, additions, etc. performed on the property during the last five (5) years.

<b>DATE REMODELED OR CONSTRUCTED</b>	<b>DESCRIPTION OF CONSTRUCTION OR RENOVATIONS</b>	<b>COST OF PROJECT</b>

### **LEASE & EXPENSE DATA**

If any portion of the property is leased or rented, please supply the following information for two (2) years prior to the Fiscal Year for which the Abatement Application applies. i.e. calendar years 2023 and 2024 for fiscal year 2026.

- Calendar year 2023 & 2024 – rent for each tenant, including length of lease, lease date, renewal options, guaranteed rental, renewal rate, overage terms, gross leasable area (s.f.), per square foot rent.
- The expenses paid by each tenant, including but not limited to, real estate taxes, heat, air condition, electricity, cleaning, plowing, rubbish removal, building insurance, repairs and maintenance, property management (itemized). Please also include overage clauses.
- The expenses paid by the owner for each of the above categories, as well as, interest, depreciation, and any other expenses related directly to the property (itemized).
- The total income for the property by calendar year, and if applicable the total gross sales at the property location.

I HEREBY CERTIFY THAT ALL STATEMENTS ON THIS INFORMATION FORM ARE ACCURATE AND TRUE AND AGREE THAT THEY ARE MADE SUBJECT TO THE PAINS AND PENALTIES OF PERJURY.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_