



**City of Lawrence
Office of Assessors
City Hall, Room 103
200 Common Street
Lawrence, Massachusetts 01840**

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January 1, 2022

From: Lawrence Board of Assessors
Re: Applications for Abatement of Real Estate Tax Fiscal Year **2022**

Dear Taxpayer:

- 1) All requests for abatements **must** be submitted on the proper form (State Form #128). Letters addressed to the Board, telephone and counter conversations explaining Problems **are not considered acceptable application submissions.**
- 2) All applications for abatement **must** be received by this office on or before **Monday, February 1, 2022 at 4:30 P.M.**
- 3) Items of support that **must** be attached or accompany applications are, but not limited to, the following:
 - A) Copies of any recent property appraisals that should reflect current assessment dates. Remember, you are concerned with a value which was reflected as of the date of assessment, **1/1/2021**. Also, bear in mind that your appraiser may be called in to support his or her appraisal.
 - B) If the property in question is an income producing property, then along with the application and appraisal, any income and expense statements must also be submitted.

An application must be submitted for each property that you are appealing. Should you wish to have a hearing before the Board, please indicate this on your application at the time of filing. The Assessors Office will then contact you with a date and time. It is important that you understand, that the Board of Assessors has three (3) months (90 days) from the date of receipt of your application to render a decision. Once the Board has reached a decision, you will be notified by mail.

YOUR RIGHTS IF DENIED OR IF NO TIMELY DECISION IS REACHED

Should the Board deny your application or not render satisfactory relief, you have three (3) months (90 days), from the date of the decision, to file with the Appellate Tax Board. Information relative to the filing procedure with the Appellate Tax Board may be obtained by calling them at 617-727-3100.