

C. OCCUPANCY. List in the schedule below all occupants of property (including applicant) on January 1. An inspection or documentation may be required to verify occupancy.

OCCUPANCY ON JANUARY 1, 2011 _____

Floor	Occupant	Use of Space

Continue list on attachment in same format as necessary.

Are any of the occupants doing business as a sole proprietorship or partnership? Yes ___ No ___

IF NO, GO TO SECTION E

D. PERSONS EMPLOYED DURING PRECEDING CALENDAR YEAR. For each occupant doing business as a sole proprietorship or partnership, list in the schedule below the number of persons employed at all locations who worked during or received pay for the payroll period that includes the 12th of each month during the preceding calendar year. Do not include proprietors or partners. Copies of payroll or other records may be required to verify employment.

MONTHLY PAYROLLS DURING CALENDAR YEAR 2010

Business Name _____				Business Name _____			
1/12	4/12	7/12	10/12	1/12	4/12	7/12	10/12
2/12	5/12	8/12	11/12	2/12	5/12	8/12	11/12
3/12	6/12	9/12	12/12	3/12	6/12	9/12	12/12

Continue schedules on attachment in same format as necessary.

E. SIGNATURE. Sign here to complete application.

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.	

INFORMATION ABOUT SMALL COMMERCIAL EXEMPTION

WHO MAY FILE APPLICATION. You may file an application if your property meets all the qualifications on January 1 and any small commercial exemption locally adopted for the fiscal year was not applied to your actual tax bill. Your property must:

- Be Class Three, Commercial, property.
- Be occupied solely by businesses with an average annual employment of 10 or under at all locations during the prior calendar year. Assessors may determine annual employment for a sole proprietorship or partnership. For all other businesses, they must rely solely on the determination of the Director of Labor and Workplace Development.
- Have an assessed valuation of \$1,000,000 or less before the application of the exemption.

WHEN AND WHERE APPLICATION MUST BE FILED. Your application must be filed with the board of assessors within 3 months after the actual bills were mailed for the fiscal year, whichever is later. **THIS DEADLINE CANNOT BE EXTENDED OR WAIVED BY THE ASSESSORS FOR ANY REASON. IF YOUR APPLICATION IS NOT TIMELY FILED, YOU LOSE ALL RIGHTS TO AN EXEMPTION AND THE ASSESSORS CANNOT BY LAW GRANT YOU ONE. AN APPLICATION IS FILED WHEN RECEIVED BY THE ASSESSORS.**

PAYMENT OF TAX. Filing an application does not stay the collection of your taxes. In some cases, you must pay the tax when due to appeal the assessors' disposition of your application. Failure to pay the tax 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 exemption is granted and you have already paid the entire year's tax as exempted, you will receive a refund of any overpayment.

ASSESSORS DISPOSITION. Upon applying for an exemption, you may be required to provide the assessors with further information and supporting documentation to establish your eligibility. 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 exemption has been granted or denied.

APPEAL. You may appeal the disposition of your application. The disposition notice will provide you with further information about the appeal and deadline.

OFFICE OF
BOARD OF ASSESSORS

Town Hall

100 PECK STREET, SEEKONK, MA 02771

Telephone (508) 336-2980 Fax# (508) 336-0764



David Pitassi, Chairman
Robert Caruolo, Assessor
Paul K. Buckley, Assessor

Theodora Gabriel, Town Assessor
tgabriel@seekonk-ma.gov

January 1, 2012

Dear Property Owner:

In order for the assessors to determine eligibility of the small commercial exemption we are seeking your assistance. The small business commercial exemption was developed to lower taxes on parcels occupied by small businesses.

Please answer the following questions, sign and return with your exemption application.

If this business is owner occupied, how many employees did you have on the **12th** of each month in the year **2010**? Do not include proprietors and partners. **Copies of payroll or other records may be required to verify employment.**

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

If you have multiple commercial occupants you rent or lease space to, please provide us with the name(s) of the businesses and how many employees they had on the **12th** of every month in the **year 2010**.

Name of Tenant 1: _____

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Name of Tenant 2: _____

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Name of Tenant 3: _____

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Name of Tenant 4: _____

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Was all of the commercial space occupied as of January 1, 2011? If not please explain.

Signature (Property Owner)
Under penalties of perjury.

Date

Telephone#

Thank you for your cooperation.

Sincerely,
SEEKONK BOARD OF ASSESSORS