



ASSESSORS DEPARTMENT

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**DIRECTIONS FOR FILING ABATEMENT APPLICATIONS**

**FY 2012**

The following information must be provided on the application for abatement:

1. TAXPAYER INFORMATION:

- A. Name (s) of Assessed Owner – This means the Names stated on the tax bill.
- B. Name (s) and Status of applicant – Anyone other than the assessed owner applying for abatement must fill this section stating the appropriate information.
- C. Mailing address and phone number.

2. PROPERTY IDENTIFICATION- Use the map and lot number and the property street address as they appear on your tax bill.

3. REASON ABATEMENT IS SOUGHT:

A. Real Property:

If you are claiming that your property is overvalued it is important that you show proof by providing information such as an appraisal and /or sales of similar properties to yours (include map and lot number and **sales prices in 2010**), or any other information that would be important to support your claim for example: wrong style, wrong size lot, etc.

B. Personal Property:

Include opinion of value of the machinery or equipment in question or other proof of overvaluation.

4. SIGNATURES

- A. Signature of Applicant or Authorized Officer.
- B. If you are an agent or other person signing on behalf of the owner, written authorization signed by the taxpayer must be attached to the application.

**Applications for Abatement are due the same day the first actual tax bill installment is due.** If the tax bill is mailed on or before December 31, 2011 this means abatement applications are due **February 1, 2012** (or 30 days after the bills are mailed), whichever is later. If you do not apply within this time period **YOU LOSE YOUR RIGHT TO AN ABATEMENT.**

There is no mechanism in the law that allows the Assessors to extend the filing deadline.

Make sure your application is complete when returning to the Assessors' office.