

Property Schedule Form 706-A, Apartment Asset List

City of Auburn, Maine

In accordance with TITLE 36, § 706-A MRS, The City of Auburn hereby gives notice that you must file a "true and perfect" list of your business assets on or before APRIL 15, 2019 with the ASSESSOR'S OFFICE, 60 COURT STREET, SUITE 104, AUBURN, ME 04210 or electronically by e mail to assessing@auburnmaine.gov. For assistance please call 207-333-6600, ask for the assessing division.

Business name/owner:	
Owner's mailing address:	
Location Address:	
Number of rental units:	

<i>Appliances</i>	<i>Owned by Landlord</i>	<i>Tenant owned</i>
Clothes Washer		
Clothes Dryer		
Refrigerator/Freezer		
Stove		
Portable Dishwasher		
Microwave		
Other appliances, describe		

Other owned equipment associated with this location, e.g. snowblowers, vending machines, lawn-mowers, maintenance equipment, furniture or computers.

<i>Asset Description</i>	<i>Year New</i>	<i>Original Cost</i>
	total	

Attach additional pages if needed, for longer lists contact our office or visit our website for a standard business 706-A form

Does this site include any leased equipment such as coin-operated washers/dryers, vending machines, or other equipment owned by a lessor or another party?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Describe leased equipment:		
Name of lessor/other party:		
Lessor/other party contact information (phone #, e mail, and/or address):		

leased equipment will be assessed to the party-in-possession if lessor information is not identified

Apartment Rental Survey
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Business name/owner:	
Location of rental property:	

Rental Property Survey					
	Bedrooms	Baths	Floor	Owner Occupied? Y/N	Monthly Rent
Unit 1					
Unit 2					
Unit 3					
Unit 4					
Unit 5					
Unit 6					
Unit 7					
Unit 8					
Unit 9					
Unit 10					
Other					

Utilities and Amenities, check party responsible as applicable

Electricity	<input type="checkbox"/> owner	<input type="checkbox"/> tenant	
Water/Sewer	<input type="checkbox"/> owner	<input type="checkbox"/> tenant	
Heat	<input type="checkbox"/> owner	<input type="checkbox"/> tenant	

Other, answer if applicable

Laundry	<input type="checkbox"/> none	<input type="checkbox"/> each unit	<input type="checkbox"/> common area
Lease Terms	<input type="checkbox"/> at will	<input type="checkbox"/> annual	
Vacancy	<input type="checkbox"/> none	<input type="checkbox"/> yes, list the vacant unit #(s):	
Other			

Owner signature _____ Owner phone _____

Preparer name _____ Owner e mail _____

Preparer signature
(if different) _____ Date signed _____

*This form is available in an **electronic version**, both in excel and as a fillable pdf. Visit our website: <http://www.auburnmaine.gov/pages/government/assessing>, click on applications and forms. Look for "Apartment Form 706-A" and the filing sample. We are happy to e mail any forms upon request.*