

**CITY OF GARDNER**  
**ASSESSORS**

City Hall, 95 Pleasant St, Rm. 223, Gardner, MA 01440  
Phone: 978-630-4004 Fax: 978-630-4080

**REQUEST FOR INFORMATION FORM**

All information requests allow 10 days per State Statute  
**PREPAYMENT IS REQUIRED**

**Vehicle of Information Pickup**

- 1) FAX phone number (\$1.00/page): \_\_\_\_\_
- 2) Pickup date – phone # when ready: \_\_\_\_\_
- 3) US Postal Mail– name & address: \_\_\_\_\_
- 4) Email Address: \_\_\_\_\_

**Field Card(s):** \$1.00 per USPS-mailed or picked up card, \$2.00 per faxed card - **MUST SUPPLY AT LEAST 2 OF THE FOLLOWING:**

Assessors Map/Lot \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_;  
 Property Address \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_;  
 Owner Name \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_;

**Deed(s):** Book \_\_\_\_\_/Page \_\_\_\_\_ (deeds can be downloaded faster from [www.masslandrecords.com](http://www.masslandrecords.com) (select S. Worcester)

**Misc. Application Request(s):**

Motor Vehicle Abatement\_\_\_\_ Personal Exemption\_\_\_\_ Form 3ABC\_\_\_\_  
 Chapter 61\_\_\_\_61A\_\_\_\_61B\_\_\_\_ Income & Expense \_\_\_\_ Personal Property Forms of List\_\_\_\_  
 Real Estate/Personal Property Abatement\_\_\_\_ (only available during the 30 days for which Actual Tax Bills are due)

**Real Estate Data Extract:** \_\_\_\_\_ \$250.00 (Includes delivery)

**Personal Property Data Extract:** \_\_\_\_\_ \$250.00 (includes delivery)

**Real Estate/Personal Property Data Report:** Existing Report - \$20.00; Non-existing report - price quote will be returned.

Please specify exactly what data is required. (ie; property owner report by map/lot; Commercial property listing; Exempt property listing) **and** the data fields required (ie; owner name, property address, deed reference, etc.).

Report delivery: Check One: \_\_\_\_\_ Hardcopy (\$20.00) \_\_\_\_\_ .XLS (\$25.00) \_\_\_\_\_ PDF (\$25.00) plus \$ .25 per page.

**Please Explain or Other Request(s):** \_\_\_\_\_

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<b>FOR OFFICE USE ONLY</b>		
Date Received: _____	By: _____	Notes: _____
Amount received: _____	Cash/Check No. _____	_____
Date sent/contacted: _____		_____