



Town of Orange

Office of Board of Assessors

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Phone: 978-544-1100 ext.108

Directions to complete Abatement Packet

Standard State Form (Pages 3-4)

Section A – Taxpayer Information

- Complete this portion of the form as noted.

Section B – Property Identification (Information can be found on the tax bill for property)

- Tax Bill No. appears on your bill as Account
- Assessed Valuation can be found on the very bottom left corner of your actual tax bill (dated January 1). There is no assessed value on the preliminary tax bills that are sent.
- Location – indicate street number, if any, and street name.
- Description – brief explanation of property (i.e. commercial, home and land, land, etc).
- Parcel ID is located in a few spots on your bill (top section above the total due and middle of the bill on the right side and in the middle of the chart).
- Land area can be found in the middle of the bill on the right side under the Parcel ID.
- Items in this section that can be left empty are: REAL, PERSONAL, CLASS, PROPERTY TYPE. If you know the answer to any of these questions feel free to complete them.

Section C – Reason Abatement Sought

- Select the correct box and provide an explanation.

Additional steps to request an Abatement are listed below and should be used for pages 5-7 of the Abatement packet.

The information requested on the top of page 5 can be copied from the information in Section A and Section B (see above).

Market Data

- State your opinion of the full and fair cash value of your property as of January 1, 2025.
- Provide at least 3 comparable properties in Orange that sold in calendar year 2024 (January 2024 – December 2024). These sales should support the amount that was noted as what you think is full and fair cash value (from the step above). For each of these properties complete the table with the information that was found for sales.
- Provide at least 3 assessments of comparable properties which were used to support the claim of disproportionate assessment. The properties should be like yours in all aspects (age, size, condition, etc.) Complete the chart for each of the 3 properties.

Property Description and Sales Information

- Complete the information regarding the physical features of the property you are seeking an

abatement for.

- Complete the information regarding the sale/purchase information for the property you are seeking an abatement for.

Cost Data

- Make note of any construction, alterations, etc. that have occurred in the last five years.
- Complete the chart with this information.

Lease & Expense Data

- Complete this portion of the packet if any of the property is leased or rented.

Resources to assist with completing this form:

Maps from the Town website – you can view property cards and assessed values on different properties.

- Town Website – scroll to bottom of page – under quick links select ArcGIS Mapping.
- Scroll down this page to below the search bar and click on the blue link to expand the map into its own window for easier viewing.
- Use the search bar to search by address or owner name. Select the correct name or address once the search is completed.
- Click on the property in question (blue tab on the left side of screen).
- To view property cards, use the “Vision Property Card” link. We DO NOT use CAI property card.

Zillow or any real estate selling site – properties that have sold can be searched via google and using the address in question.

If you need more assistance, you can contact the Assessor’s Office at the email or phone number listed above.