



CITY OF SALEM, MASSACHUSETTS  
ASSESSING DEPARTMENT  
93 WASHINGTON STREET – ROOM 6  
SALEM, MA 01970  
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DIRECTOR OF ASSESSING  
STEPHEN CORTES

BOARD OF ASSESSORS  
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**FY24 – DOCUMENTATION REQUIRED FOR  
INCOME QUALIFYING EXEMPTIONS  
CLAUSE 17D/41C/41A**  
Applications September – April 1<sup>st</sup>.

Please enclose the following information with your application:

1. Copy of your Driver's License or State issued ID
2. Income tax returns from the previous year (2022)
3. Bank statements, Savings and Checking Accounts as of July 1, 2023
4. Current Pension Statements
5. Current Social Security Statements
6. Current Rental Income Receipts
7. **\*Asset Account Statements**
8. Trust Documents including schedule of beneficiaries and amendments  
(If property is in a Trust, the applicant must be a trustee and hold  
beneficial interest in the property/live at the address)
9. First time applicants must provide a copy of birth certificate
10. Surviving spouses must provide a copy of death certificate

**\*Assets include Savings, Certificates of Deposit, IRA's 401K's, Stocks,  
Bonds, Mutual Funds, Annuities, Property owned, including vehicles  
and second homes, etc.**

Assets DO NOT include the value of your domicile up to a 3-unit home in  
which one unit you reside.

Do not submit originals, please make copies of your documents before  
submitting them with your application.

Additionally, as part of the exemption process, the Assessors Office requests  
an interior & exterior inspection of the property if it has not been inspected  
within the last 10 years. Please call the office at (978)619-5618 or email  
DeLinda Dell'Orfano at [Ddellorfano@salem.com](mailto:Ddellorfano@salem.com) to schedule a quick (less  
than 10 minutes) walk through on a mutually agreed upon date and time.

Should you have any further questions, DeLinda will be happy to assist you.

**Assessing Department: (978) 619-5608**

### **Hours of availability for inspections**

Monday – Wednesday = 8:00 – 3:30

Thursday = 8:00 – 6:30

Friday = 8:00 – 11:30

Please know that our assessors are fully Covid vaccinated and observe the current health advised protocol by wearing a face mask is requested and avoiding contact with surfaces as we make the inspection as brief as possible.