

Personal Property Schedule Form-April 1, _____

Business Name _____ Mailing Address _____

Owner's Name _____ Phone # _____

Business Location _____ City _____ State ____ Zip _____

This schedule is to be used to report ALL types of machinery and equipment, office furniture, furnishings & fixtures and Leased equipment.

We are now entering itemized lists into TRIO software so it is **critical** we have a complete and detailed list of **ALL PERSONAL PROPERTY** as outlined above, used in the operation of the business. Those owners that have the ability to furnish computer data or wish to use other reporting methods may do so if the information requested on this form is furnished by their method. This form must be returned to the Assessor on or before June 1.

Qty	Description	Serial No.	Age/ Year	Date of Purchase	Condition	Original Cost	Present Value	Check if Excised

LEASED EQUIPMENT, FURNITURE, FIXTURES

Qty	Description	Model	Serial No.	Monthly Rental Cost	Lessor-Name and Address of <i>owner</i> responsible for responsible for tax

I hereby certify, having carefully read the above, that as to the items upon which a report is made, they are full, true and correct, to the best of my belief.

Date _____ Signature _____

Title _____

Title 36 s 706-A Before making an assessment, the assessor or assessors may give reasonable notice in writing to all persons liable to taxation or qualifying for exemption true and perfect lists of all their estates of which they were possessed on the first day of April of the same year. If notice is given by mail and the taxpayer does not furnish the list, the taxpayer is barred of the right to make application to the assessor or assessors, chief assessor or State Tax Assessor or any appeal from an application for any abatement of those taxes, unless the taxpayer furnishes the list with the application and satisfies the assessing authority or authority to whom an appeal is made that the taxpayer was unable to furnish the list at the time appointed.