

2019 PERSONAL PROPERTY DECLARATION – SHORT FORM
Commercial and financial information is not open to public inspection.

TAXABLE PROPERTY INFORMATION Give actual acquisition costs including any additional charges for transportation and installation by year for each type of property described.
COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Table with 4 main sections: #12 - Commercial Fishing Apparatus, #17 - Farm machinery, #18 - Farm Tools, #19 - Mechanics Tools. Each section has columns for Year Ending, Original cost, transportation & installation, % Good, and Depreciated Value.

Table with 4 main sections: #16 - Furniture, fixtures and equipment, #20 -- Electronic data processing equipment, #23 - Expensed supplies, #24a - Other Goods - including leasehold improvements, #24b -- Rental Entertainment Medium. Each section has columns for Year Ending, Original cost, transportation & installation, % Good, and Depreciated Value.

Table with 4 main sections: #23 - Expensed supplies, #24a - Other Goods - including leasehold improvements, #24b -- Rental Entertainment Medium, #24c - Other Goods - including leasehold improvements. Each section has columns for Year Ending, Original cost, transportation & installation, % Good, and Depreciated Value.

DISPOSAL, SALE OR TRANSFER OF PROPERTY AND ASSETS ORIG VALUE ≤ \$250 REPORT-Please complete the following if you disposed of, sold or transferred, or have any qualifying exempt property pursuant to C.G.S. 12-81(79)* purchased before 10-1-09, included in last year's filing.
DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY REPORTING SECTION.
COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Table with 5 columns: Date Removed, Code #, Description of Item, Date Acquired, Acquisition Cost.

Pursuant to C.G.S. §12-81(79) tangible personal property with an original value of not more than \$250 is exempt. This exemption shall not be applied for the first ten full years following the assessment year in which the property was acquired.

2019 PERSONAL PROPERTY DECLARATION – SHORT FORM SUMMARY SHEET
Commercial and financial information is not open to public inspection

Assessment date October 1, 2019
Required return date October 31, 2019

List or Account #
Owner's Name
Address
City/State/Zip
Phone / Fax
E-mail
DBA
Street location of personal property in Andover
Description of business if applicable:

Type of ownership: [] Corporation [] Partnership [] LLC [] Sole Proprietor [] Other-Describe
Type of business: [] Manufacturer [] Wholesale [] Service [] Profession [] Retail/Mercantile [] Tradesman [] Other
IRS Business Activity Code
Square footage
No. of Employees

Table with 9 columns: Year, Make, Model, Identification No., Length, Weight, Purchase Price, Date, Value. Section #9 Motor Vehicles UNREGISTERED motor vehicles.

Table with 8 columns: Year, Make, Model, Identification No., Length, Width, Bedrooms, Baths, Value. Section #14 Mobile Manufactured Homes if not currently assessed as real estate.

Table with 2 columns: Property Code and Description, Net Depreciated Value From page 2. Sections #12 - Commercial Fishing Apparatus, #16 - Furniture & Fixtures, #17 - Farm Machinery, #18 - Farming Tools, #19 - Mechanics Tools, #20 - Electronic Data Processing Equipment, #23 - Average Supplies, #24 - Other Goods.

Total Assessment – all codes #9 through #24 Subtotal >
#25 – Penalty for failure to file as required by statute – 25% of assessment

Exemption - Check box adjacent to the exemption you are claiming:
[] I – Mechanic's Tools - \$500 value [] M – Commercial Fishing Apparatus - \$500 value
[] I – Farming Tools - \$500 value [] I – Horses/ponies \$1000 assessment per animal
All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by the required return date
[] J – Water Pollution or Air Pollution control equipment – Connecticut DEEP certificate required – provide copy
[] I – Farm Machinery \$100,000 assessment - Exemption application M-28 required annually
[] G & H – Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption application M-55 required annually

Total Net Assessment Assessor's Final Assessment Total >

LESSEE'S LISTING REPORT Lessee's Name _____ Pursuant to Connecticut General Statutes §12-57a **all leased, borrowed, consigned, loaned, rented, or stored personal property not owned by you but in your possession as of the assessment date must be included on this form. Failure to declare, in the form and manner as herein prescribed, shall result in the presumption of ownership and subsequent tax liability plus penalties.** Property you do not own that may be in your possession and must be reported includes (but is not limited to) dumpsters, gas/propane tanks, vending machines, water coolers, coffee machines.

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Yes

No

Did you dispose of any leased items that were in your possession on October 1, 2018? If yes, enter a description of the property and the date of disposition in the space to the right.

Did you acquire any of the leased items that were in your possession on October 1, 2018? If yes, indicate previous lessor, item(s) and date(s) acquired in the space to the right.

Is the cost of any of the equipment listed below declared anywhere else on this declaration? If yes, note year in the 'Year Included' row and list cost in the 'Acquisition Cost' row.

	Lease #1	Lease #2	Lease #3
Name of Lessor			
Lessor's address			
Lease Number			
Item description / Model #			
Serial #			
Year of manufacture			
Capital Lease	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lease Term – Beginning/End			
Monthly rent			
Acquisition Cost			
Year Included			

DECLARATION OF PERSONAL PROPERTY AFFIDAVIT

THIS FORM MUST BE SIGNED (AND IN SOME CASES WITNESSED) BEFORE IT MAY BE FILED WITH THE ASSESSOR.

AVOID PENALTY – IMPROPERLY SIGNED DECLARATIONS REQUIRE A 25% PENALTY

COMPLETE SECTION A OR SECTION B

Section A

OWNER

I DO HEREBY declare under penalty of false statement that all sections of this declaration have been completed according to the best of my knowledge, remembrance, and belief; that it is a true statement of all my personal property liable to taxation; and that I have not conveyed or temporarily disposed of any estate for the purpose of evading the laws relating to the assessment and collection of taxes as per Connecticut General Statutes §12-49.

CHECK ONE

☐ OWNER

☐ PARTNER

☐ CORPORATE OFFICER

☐ MEMBER

Signature

Signature/Title

Print or type name

Dated

Section B

AGENT

I DO HEREBY declare under oath that I have been duly appointed agent for the owner of the property listed herein and that I have full authority and knowledge sufficient to file a proper declaration for him/her in accord with the provisions of §12-50 C.G.S.

Agent's Signature

Agent's Signature /Title

Print or type agent's name

AGENT SIGNATURE MUST BE WITNESSED

Witness of agent's sworn statement

Subscribed and sworn to before me -

Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Commissioner of Superior Court

Dated

Town of Andover
Assessor's Office
17 School Road
Andover, CT 06232

Address Service Requested

TO:

Andover, Connecticut

2019 Declaration of Personal Property – Short Form

DO NOT DISREGARD THIS FORM IT MUST BE FILED ANNUALLY WITH THE ASSESSORS OFFICE

Who Should File: All owners of taxable personal property. If you no longer own the above noted business or personal property assessed in your name last year, you need to complete the AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS OR PROPERTY below and return this declaration to the Assessor. **IF YOU DO NOT FILE, THE ASSESSOR MUST ASSUME THAT YOU ARE STILL OPERATING THE BUSINESS OR STILL OWN AND HAVE FAILED TO DECLARE YOUR TAXABLE PERSONAL PROPERTY.**

This form may NOT be used by utility companies, telecommunication companies, lessors, nor persons claiming manufacturing machinery and equipment (Codes 10 or 13). Full form must be filed instead of short form.

Complete: Complete the entire declaration. **WRITING "SAME AS LAST YEAR" IS NOT ACCEPTABLE.** Do not forget the DISPOSAL, SALE OR TRANSFER OF PROPERTY AND ASSETS ORIG VALUE ≤ \$250 REPORT and the *LESSEE'S LISTING REPORT* on Page 2 if applicable.

Signature Required: The owners shall sign the DECLARATION OF PERSONAL PROPERTY AFFIDAVIT (page 4). The owner's agent may sign the declaration, in which case the declaration must be duly sworn to or notarized.

Extension: The Assessor may grant a filing extension *for good cause* (CGS §12-42). If a request for an extension is needed, you need to contact the Assessor in writing by the required filing date.

Penalty for late filing – Failure to file timely will result in a penalty equal to 25% of the assessment of the personal property. This declaration must be filed or USPS postmarked (as defined in C.G.S. Sec. 1-2a) no later than:

Thursday, October 31, 2019

Andover Assessor's Office M 8:15AM-7:00PM, T-TH 8:15AM-4:00PM

Direct questions concerning declaration to the Assessor's Office at:

Phone 860– 742-7305 x5
Fax 860-742-7535
Email assistantassessor@andoverct.org

Filing Check List:

☐ Read instructions

☐ Complete detailed itemized list

☐ Complete appropriate sections

☐ Complete exemption applications

☐ Complete disposed asset report page 2

☐ Corporations complete all of page 3

☐ Sign, date & witness as required on page 4

☐ Make a copy for your records

☐ Return by October 31, 2019

Hand deliver or mail declaration to:

Town of Andover
Assessor's Office
17 School Road
Andover, CT 06232

DO NOT SEPARATE FORM
Mutilated forms will be returned
For resubmission

AFFIDAVIT OF BUSINESS TERMINATION OR MOVE OR SALE OF BUSINESS OR PROPERTY

I

of

at

Business or property owners name

Business Name (if applicable)

Street location

With regards to said business or property I do so certify that on

Said business or property was (indicate which one by circling):

Date

SOLD TO:

Name

Address

MOVED TO:

City/Town and State to where business or property was moved

Address

TERMINATED:

Attach Bill of Sale or Letter of dissolution to this form and return it with this affidavit to the Assessor's office

The signer is made aware that the penalty for making a false affidavit is a \$500.00 fine or imprisonment for one year or both.

Signature

Print name

The Personal Property Declaration must be signed above and delivered to the Andover Assessor or USPS postmarked (as defined in C.G.S. Sec. 1-2a) by Thursday, October 31, 2019 –OR– a 25% Penalty as required by law shall be applied.

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