

Town of Andover

Office of the Assessor

17 School Road, Andover, CT 06232



Re: Andover Business & Personal Property Information Form

Dear Andover Business Owner:

Our office recently became aware of the fact that you are conducting business in our municipality.

Connecticut General Statutes Sec. 12-41 states that every business must file a Personal Property Declaration (form M-15) **annually** prior to November 1st. Furthermore, if you fail to file by November 1st we must add a 25% assessment penalty.

Please fully complete the enclosed two-sided form and return same to my attention. Please note, this is NOT the M-15 you are required to file, this is solely for our office. The M-15 will be mailed to you in September.

If you are already filing under a different name or there are any circumstances that I am unaware of, please do not hesitate to contact me at (860)742-7305 ext. 5.

Very truly yours,

Roberta Brooks Dougherty
Assistant to the Assessor

17 School Road, Andover, Connecticut 06232

Phone: (860)742-7305 ext. 5 Fax: (860)742-7535 Email: assistantassessor@andoverct.org
Hours: Monday 8:15-7:00, Tuesday, Wednesday & Thursday 8:15-4:00, Friday Closed

ANDOVER PERSONAL PROPERTY INFORMATION FORM

Name of Owner: _____

Name of Business: _____

Mailing Address: _____

Email Address: _____

Website Address: _____

Business Location: _____

Type of Business or Service Performed: _____

Contact Person: _____ **Phone Number:** _____

Date Business began in Andover: _____

SIGNATURE: _____ **Date:** _____

Owners Name: _____
Business Name: _____
Business Location: _____
Date: _____

Date: _____

Acquisition Cost

[illegible]

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