

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

## Address Service Requested

**TO:**

### Andover, Connecticut 2023 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:

**Wednesday, November 1, 2023**

**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](mailto: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 November 1, 2023

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 in «Town»

With regards to said business or property I do so certify that on \_\_\_\_\_ Said business or property was (Please ☒ appropriate box):

☐ 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

This form may NOT be used by utility companies, telecommunication companies, lessors, or persons claiming manufacturing machinery and equipment (Codes 10 or 13)

**2023 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

Circle One	#12 – Commercial Fishing Apparatus or #17 – Farm machinery		Circle One	#18 – Farm Tools or #19 – Mechanics Tools		<b>Assessor's Use Only</b>																																																																				
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**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 10-1-13, included in last year's filing. DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY REPORTING SECTION.

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

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.

# 2023 PERSONAL PROPERTY DECLARATION – SHORT FORM SUMMARY SHEET

Commercial and financial information is not open to public inspection

Assessment date **October 1, 2023**  
Required return date **November 1, 2023**

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 \_\_\_\_\_

#9 Motor Vehicles UNREGISTERED motor vehicles (e.g. campers, RV's, snowmobiles, trailers, trucks, passenger cars, tractors, off-road construction vehicles, etc.) including any vehicle garaged in Connecticut with dealer plates, registered in another state, or any such vehicle not registered at all. If you are a farmer eligible for the exemption under Sec. 12-91, list tractors in Code 17.

Year	Make	Model	Identification No.	Length	Weight	Purchase Price	Date	Value

#14 Mobile Manufactured Homes if not currently assessed as real estate

Year	Make	Model	Identification No.	Length	Width	Bedrooms	Baths	Value

Property Code and Description

Net Depreciated Value From page 2

#12 - Commercial Fishing Apparatus All fishing apparatus exclusively used by a commercial fisherman in his business (e.g., fishing poles, nets, lobster pots, fish finders, etc.). A \$500 value exemption will be applied.

#16 - Furniture & Fixtures Furniture, fixtures and equipment of all commercial, industrial, manufacturing, mercantile, trading and all other businesses, occupations and professions. Examples: desks, chairs, tables, file cabinets, typewriters, calculators, copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machines, postage meters, cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitchen equipment, etc.

#17 - Farm Machinery Farm machinery (e.g., tractors, harrows, bush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, aquaculture equipment, etc.), used in the operation of a farm.

#18 - Farming Tools Farm tools, (e.g., hoes, rakes, pitch forks, shovels, hoses, brooms, etc.).

#19 - Mechanics Tools Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).

#20 - Electronic Data Processing Equipment Electronic data processing equipment (e.g., computers, printers, peripheral computer equipment, and any computer based equipment acting as a computer as defined under Section 168 of the IRS Code of 1986, etc.). Bundled software is taxable and must be included.

#23 - Average Supplies The average monthly quantity of supplies normally consumed in the course of business (e.g., stationery, post-it notes, toner, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies and maintenance supplies, etc.).

#24 - Other All Other Goods, Chattels and Effects Any other taxable personal property not previously mentioned or which does not appear to fit into any of the other categories. (e.g. video tapes, vending machines, pinball games, video games, signs, billboards, coffee makers, water coolers, **leasehold improvements** (other than realty etc.).

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 – Farming Tools - \$500 value ☐ I – Horses/ponies \$1000 assessment per animal ☐ I – Mechanic's Tools - \$500 value

☐ K – Municipal Leased ☐ M – Commercial Fishing Apparatus - \$500 value

All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by the required return date

☐ G & H – Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption application M-55 required annually

☐ I – Farm Machinery \$100,000 assessment - Exemption application M-28 required annually

☐ J – Water Pollution or Air Pollution control equipment – Connecticut DEEP certificate required – provide copy

Total Net Assessment

Assessor's Final Assessment Total >

ASSESSOR'S  
USE ONLY

Code ASSESSMENTS

#9	
#9	
#9	
#9	
#9	
#9	
#9	
#9	
#9	
#9	
#9	

#14

#12

#16

#17

#18

#19

#20

#23

#24

#25

**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, 2022? 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, 2022? 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 \_\_\_\_\_

Dated \_\_\_\_\_

Signature/Title \_\_\_\_\_

Print or type name \_\_\_\_\_

#### 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 \_\_\_\_\_

Dated \_\_\_\_\_

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 - \_\_\_\_\_

Dated \_\_\_\_\_

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

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 Wednesday, November 1, 2023—OR— a 25% Penalty as required by law shall be applied.