STATE OF COLORADO
COMMERCIAL PERSONAL PROPERTY DECLARATION SCHEDULE

Mail to Jefferson County Assessor,
100 Jefferson County Pkwy, Golden CO 80419-2500 PHONE (303) 271-8693 FAX (303) 271-8613

Due Date
APRIL 15TH ASSESSMENT DATE

	DO NOT USE – FOR ASSSESSOR ONLY
	RECEIVED_____ PENALTY_____ COMPLETED _____ **FOR WEB ACCESS ONLINE:** **http://assessor.jeffco.us** **PIN NUMBER:**

YOU ARE RESPONSIBLE FOR RETURNING THE PERSONAL PROPERTY SCHEDULE, PAYING THE TAXES AND WRITTEN NOTIFICATION TO THE OFFICE OF ANY CHANGES IN OWNERSHIP, MAILING AND PROPERTY LOCATION ADDRESSES.

DUE DATE IS APRIL 15TH THIS SCHEDULE MUST BE RETURNED TO THE ASSESSOR'S OFFICE EACH YEAR.

THIS STATEMENT IS SUBJECT TO AUDIT

SECTION A: LIST OF OWNED PROPERTY

UPDATE THE ATTACHED ITEMIZED LIST OR ATTACH A COMPLETE ITEMIZED LIST OF ALL FURNITURE AND EQUIPMENT WITH EACH RETURN AND CURRENT DEPRECIATION SCHEDULE. DO NOT INCLUDE LICENSED EQUIPMENT.

SECTION B: BUSINESS STATUS: (Please check ONLY the appropriate boxes)

BUSINESS: SSN or FEIN _____ TYPE OF BUSINESS: _____

[ ] EXISTING BUSINESS: Indicate ADDITIONS and DELETIONS in Section A [ ]NEW BUSINESS: COMPLETE itemized listing of all personal property in Section A

[ ] NEW OWNER OF EXISTING BUSINESS: Provide Complete itemized listing of all personal property acquired in business purchase; include additions made prior to January 1 since business purchased. Old Business Name:_____

[ ] PERSONAL PROPERTY CHANGED LOCATION TO:_____ DATE:_____

AS OF JANUARY 1, WERE YOU OUT OF BUSINESS? YES [ ] NO [ ] IF YES COMPLETE BELOW:

Personal Property Sold [ ] Personal Property Stored [ ] Date Sold or Stored _____

Name and Address of New Owner of Personal Property: _____

SECTION C: LEASED,LOANED OR RENTED EQUIPMENT: (Furniture, Copiers, Etc)

Did you have in your possession on January 1st any borrowed, leased or loaned equipment? Yes____ No____ If yes,
List below or attach separate schedule, showing description of this property and name and address of owners.

THIS IS TO BE ASSESSED TO LESSOR OR OWNER WITHOUT REGARD TO ANY AGREEMENT REGARDING TAXES.

Name/Address of Owner of Leased Equipment	Description of Equipment	Date Acquired	Original Installed Cost

"I declare, under the penalty of perjury, that this schedule together with any accompanying exhibits or statements, has been examined by me and to the best of my knowledge, information, and belief sets forth a full and complete list of all taxable personal property owned by me, or in my possession, or under my control on the assessment date of this year; that such property has been reasonably described and its value fairly represented; and that no attempt has been made to mislead the assessor as to its age, quality, quantity, or value." 39-5-107(2)

SIGNATURE OF OWNER OR AGENT _____

PRINT NAME OF OWNER OR AGENT _____

DATE_____ PHONE _____ E-MAIL ADDRESS _____(Please provide for future online reporting)

- SIGN AND RETURN ONE COPY – SEE INSTRUCTIONS ON REVERSE SIDE -

STATE OF COLORADO
INSTRUCTIONS – PERSONAL PROPERTY DECLARATION SCHEDULE

JEFFERSON COUNTY
Mail to Jefferson County Assessor,
100 JEFFERSON COUNTY PKWY, GOLDEN, COLO 80419-2500
Phone: (303) 271-8693, FAX (303) 271-8613

Due Date
APRIL 15th

GENERAL INSTRUCTIONS

(Declaration Schedules and Attachments Are Confidential And Private Documents By Law.)

For these instructions, please refer to the following statutes: 39-3-118.5, 39-3-119.5, 39-5-104.5, 39-5-107, 39-5-108, 39-5-110, 39-5-113 through 117, 39-5-120 and 39-21-113(7), C.R.S.

WHO FILES A DECLARATION SCHEDULE? The owner (legal titleholder) of taxable personal property, their agent, and those in possession and/or control of the taxable personal property as of January 1 must file a declaration schedule. If the total actual value (market) of the personal property listed on this schedule is greater than **$7,300**, per business. All personal property, such as a business/organization's:
▪Equipment ▪ Security Devices ▪ Machinery ▪ Household Furnishings ▪ Personal Effects, not otherwise exempt by law must be listed on this schedule.

IS YOUR BUSINESS NEW? ARE YOU A NEW OWNER? If you answer "yes" to either question, or you have never filed with the County Assessor and you own taxable personal property, you are required to provide a **complete detailed listing** of all machinery, equipment, and other personal property at this location. Please include: ▪ Item ID Number ▪ Property Description ▪ Model Number ▪Year Acquired ▪ Original Installed Cost to You.

PRORATION OF PERSONAL PROPERTY VALUE IS GENERALLY NOT ALLOWED. As of January 1, 1996, the only proration of personal property value allowed is for Works of Art loaned to and used for charitable purposes by an exempt organization. If other taxable personal property was located in Colorado on the assessment date, it is taxable for the entire assessment year, providing that, if it was newly acquired, it was put into use as of the assessment date (January 1). If it was not located in the state on the assessment date, or if it was newly acquired, but was not put into use as of the assessment date, it cannot be taxed until the next assessment year. If it was not located in the state on the assessment date and it leaves the state or was destroyed prior to the next assessment date, it is exempt from property taxes for the entire assessment year. Except for Works of Art, skid mounted drilling rigs and moveable equipment which are apportioned, personal property that is exempt on the assessment date retains its exempt status for the entire assessment year. These requirements do not affect the proration of real property.

WHEN DO YOU FILE? This form must be received by the County Assessor by the April 15 deadline EVERY YEAR.

HOW DO YOU FILE FOR AN EXTENSION? If necessary, you may extend the deadline if, prior to April 15, the Assessor receives your written request AND $20 for a 10-day extension, or $40 for a 20-day extension. (Calendar days) This extension applies to all personal property schedules (single or multiple) which a person is required to file in the county.

WHAT HAPPENS IF YOU FAIL TO FILE? The late filing penalty is $50 or 15% of the taxes due, whichever is less. If you fail to file a schedule, the Assessor will determine a valuation based upon the BEST INFORMATION AVAILABLE and **may add a penalty of up to 25% of assessed value for any omitted property** discovered and valued later.

NOTE: Failure to properly file a declaration schedule may prevent you from receiving an abatement per Colorado case law.

WHY IS THE DECLARATION FORM IMPORTANT? Assessors use your information to help calculate the property's actual value. This value is based on the property's use and condition as of January 1 of the assessment year.

WHAT HAPPENS AFTER YOU SUBMIT THIS FORM?

- The Assessor may request more information or conduct a physical inventory of your personal property at your business location.
- Notices of Valuation are mailed on June 15 to the address listed on this schedule.

INSTRUCTIONS FOR COMPLETING THE PERSONAL PROPERTY DECLARATION SCHEDULE

- **NAME AND MAILING ADDRESS:** Write any corrections that are needed to the preprinted name/address information. If you are not the current business owner, please list the name and address of the new owner in the appropriate box. Also, list the date that the property was sold to the new owner.
  BUSINESS NAME AND PHYSICAL LOCATION: If not preprinted, provide the: ▪Business Name ▪Actual physical location of the Personal Property ▪ Change in Physical Location, If applicable ▪ Additional property location changes, If Applicable ▪ List of locations where other personal property is owned.
- **BUSINESS:** State your Social Security Number (SSN) or Federal Employer Identification Number (FEIN). Specifically state your business start-up date, the square footage your business occupies and the primary product or service that you provide.
- **BUSINESS STATUS**: Check the appropriate boxes for your business status and indicate the date of any change in the property's location from the prior year. If the total actual value (market value) of your personal property is **$7,300** or less, you are not required to file this form. When more than one item of personal property is located at a business location, consideration of the **$7,300** exemption must be based on the total actual value of all the items. To avoid a possible misunderstanding regarding whether a declaration schedule must be filed, new businesses, first time filers, and taxpayers that are unsure as to the actual value of their personal property are urged to contact the Assessor and provide an itemized listing of their personal property. **The assessor may select your business for an audit whether or not you file a declaration schedule.**
  PERSONAL PROPERTY INCLUDES:
  ▪ All residential household furnishings producing income ▪ Equipment, furniture, and machinery used by these businesses: commercial, industrial, and natural resource
  ▪ Expensed assets with a life of greater than one year ▪ Taxable personal property used as a part of an agribusiness, not a farm or ranch ▪ Stored equipment still subject to IRS depreciation ▪ Fully Depreciated Assets and Expensed Personal Property Still in Use ▪ Leasehold Improvements
  " CONSUMABLE" PERSONAL PROPERTY EXEMPT FROM TAXATION: Pursuant to 39-3-119, C.R.S., personal property items classified as "consumable" as defined in ARL Volume 5, Section VII, are exempt from taxation and should **NOT** be listed on this declaration. "Consumable" personal property is defined as any item having a life of one (1) year or less regardless of cost, and any item with a life longer than one year that has an acquisition cost or fair market value of $350 or less at the time of acquisition. The $350 limitation applies to each item of personal property fully assembled and ready for use and includes all installation costs, sales taxes, and freight expenses.
  IMPORTANT: YOU MUST SUBMIT A COMPLETE PROPERTY LISTING IF YOU HAVE NOT PROVIDED ONE FOR THIS LOCATION. Do not list merchandise inventory, materials or supplies. Do list all other personal property acquired by you prior to January 1. If you have given the Assessor such a list, you may simply submit additions and deletions each year.
  1. List **all** taxable personal property acquired by you prior to January 1, providing: ▪ complete property description ▪ year acquired ▪ if the item is new or used ▪ original installed cost to you (current owner)
     - You should separately submit any available market value, rent, or lease information. The original installed cost to you is defined as the amount that was paid for the personal property when new to the business ▪ invoice cost of the item ▪ sales/use tax ▪ freight and installation charges.
  2. List **all** taxable personal property sold, traded, or scrapped during the year prior to January 1. For all items deleted, provide: ▪ property description ▪ year acquired ▪ original installed cost to you (current owner).
- **UNLICENSED MOBILE EQUIPMENT** List all unlicensed mobile equipment at this location.
- **GENERAL LEDGER**: Extract your original installed cost information for all personal property items from your accounting records. You may submit general ledger information.
- **DEPRECIATION**: Attach a copy of your current depreciation schedule as submitted to the Colorado Department of Revenue.
- **LEASED, LOANED, OR RENTED PERSONAL PROPERTY**: All leased property must be listed in this section. Property rented 30 days at a time or less, returned at the renter's option, and whose sales/use tax is collected before it is finally sold, is considered exempt and should **NOT** be reported. You must identify each item of leased personal property as follows: ▪ Owner/Lessor's Name and Address, and telephone number ▪ Description/Model, Serial Number, or capacity ▪ check new or used ▪ total cost of the lease to you ▪ original installed cost ▪ lease number
- **SIGNATURE**: Please sign, print name of person signing, and date. Return form to Assessor by **April 15th.**
- **ASSISTANCE**: Direct any questions about completing this form to Jefferson County Assessor.
- List the date personal property was placed into service if other than date acquired. Attach a separate sheet.

http://assessor.jeffco.us