



Dear Business Personal Property Owner:

Enclosed you will find your 2009 Business Personal Property declaration schedule. For 2009 the Jefferson County Assessor's Office is changing the way we describe business personal property and this change will affect the way you file your business personal property declaration schedule in 2009. As of **January 1, 2009**, all business personal property will be described using standardized categories and sub-categories. The reason we are making this change is so that we can make it easier for businesses to file business personal property declaration schedules in the future. It is our goal to make this process as efficient as possible and to be able to provide you the ability to file business personal property declaration schedules with us online through the internet. But we need your help in describing your business personal property using the standard categories.

You will note that we have not included your prior business personal property inventory on the form as has been our practice in previous years. This is because your business personal property items need to be listed in 2009 using the new categories and subcategories as the property description on the form. The most common types of business personal property are listed on the sheet enclosed. If you can't find your specific property on this list, a more comprehensive list was sent to you in December and is also available with other information on the Assessor's website at <http://assessor.jeffco.us>. Use the new descriptions to describe your property and include the year purchased, number of units and total original installed cost. An example appears on the back of this letter.

Once we establish this baseline information in 2009, we will return to our practice of making available to each owner a list of their prior year declaration in 2010 using the new categories and subcategories.

To assist business owners in this process, we are offering two Business Personal Property informational meetings to explain this process and provide the opportunity for questions and answers. They will be on Thursday, January 15<sup>th</sup> and Thursday, January 29<sup>th</sup>, both from 6:00 pm to 9:00 pm in Hearing Room One at the Courts and Administration Building at 100 Jefferson County Parkway Golden. We will also be available to make presentations to business groups upon request. Please call our Personal Property Department at (303) 271-8693 if you have specific questions.

We appreciate your working with us to streamline the business personal property reporting system.

Very truly yours,

  
Jim Everson  
Jefferson County Assessor

In the example below Joe's restaurant business had the following Business Personal Property on January 1, 2009:

- 20 chairs purchased in 2000 for a delivered cost of \$100 each or \$2,000 total
- 5 tables purchased in 2000 for a delivered cost of \$760 each or \$3,800 total
- 1 cooktop purchased in 2000 for a delivered and installed cost of \$4,965
- 1 refrigerator purchased in 2000 for a delivered and installed cost of \$3,232
- 1 deep fat fryer purchased in 2008 for a delivered and installed cost of \$2,128
- 1 computer unit, consisting of a CPU, keyboard, modem, printer and mouse, purchased in 2000 for a delivered cost of \$3,590
- 3 telephones purchased in 2000 for a delivered and installed cost of \$380
- 1 copier purchased in 2008 for a delivered and installed cost of \$529
- 4 wall-mounted shelving units purchased in 2000 for a delivered and installed cost of \$2,950
- 1 neon window sign purchased in 2006 for a delivered and installed cost of \$872
- 40 sets of china purchased in 2000 for \$20 each for a total delivered cost of \$800

Joe reports these items as follows:

Category	Sub Category	Year Purchased	Number of Units	Total Original Installed Cost (* See Backside)
Furniture		2000	20	\$2,000
Furniture		2000	5	\$3,800
Appliance		2000	1	\$4,965
Appliance		2000	1	\$3,232
Appliance		2008	1	\$2,128
Tech	Comp	2000	1	\$3,590
Tech	Telcom	2000	3	\$380
Tech	Copier	2008	1	\$529
Fixture		2000	4	\$2,950
Sign	Elec	2006	1	\$872
General Equip		2000	40	\$800

Each of the categories and subcategories above ties to the appropriate depreciation table specified by the State of Colorado. Using the year purchased and total original installed cost information, the depreciated actual current value of the business personal property is determined and this is the amount used to calculate the assessed value and any property taxes due.