

## **Business Personal Property Online Reporting Questions and Answers**

### **Business Personal Property Online inventory Reporting:**

The ability to file business personal property inventory with us online is available Mid January through April 15, 2010 midnight.

### **Assessor Website Address:**

<http://assessor.jeffco.us>

### **Business Personal Property Declaration Schedule:**

You can obtain a declaration schedule from our Website Click on important forms, printable forms to print a declaration schedule this form is in adobe pdf format.

### **View Personal Property Inventory:**

Go to the Assessor Home Page and Click Property Records Search and Search By Schedule number a Inventory tab will be visible click this tab and enter your PIN number given to you on your declaration schedule to view your inventory this capability will be available anytime.

### **Printing Assets/Inventory**

To print the list after entering your asset list click the print button upper left next to help

### **Printing Confirmation of Submittal:**

After you click the submit finalized list button go to the browser menu and select file print this will print a submittal page confirming you filed a declaration.

### **No Schedule Number:**

Go to the Assessor Home Page and Click on Property Records Search and Search by Property Address to obtain a schedule Number.

### **No PIN Number:**

You must contact the Personal Property Department at (303) 271-8693 to have a PIN number mailed to you.

### **Business Closed or Relocated:**

Must contact the Personal Property Department at 303 271-8693 or mail a signed declaration with date business closed or where it relocated.

### **New Filers:**

Must mail in a signed declaration by April 15<sup>th</sup> 2010.

### **Reporting Lease Information:**

Please report this information in section C on the paper copy of the declaration and fax or mail to Jefferson County Assessors Office.

### **Public Information Meetings:**

These information meetings will be posted on the Assessors Internet Home page  
<http://assessor.jeffco.us>.