

# SOUTH WINDSOR



## PERSONAL PROPERTY

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A Quick Tutorial on How to Fill out a Personal Property Declaration

# Front Page

Areas to view:

- Check Off List – is for **YOUR** use.
- Who should file
- South Windsor Contact Information
  - **PLEASE NOTE:** Our Office Extension Number has changed it is now **Ext. 2312**



Town of South Windsor  
Assessor's Office  
1540 Sullivan Avenue  
South Windsor, CT 06074-2786

## South Windsor, Connecticut 2018 Declaration of Personal Property – Short Form

**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 only to complete the AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS below and return this declaration to the Assessor. If you do not, the Assessor must assume that you are still operating the business or still own and have failed to declare your taxable personal property.

**Complete:** Complete the entire declaration. Writing "Same as last year" is not acceptable. Do not forget the DETAILED LISTING OF DISPOSED ASSETS REPORT (page 2) and the LESSEE'S LISTING REPORT (page 4).

**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 November 1 (or the Monday following if November 1 falls on Saturday or Sunday).

**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 postmarked (as defined in C.G.S. Sec. 1-2a) no later than:

**Thursday, November 1, 2018**

### Direct questions concerning declaration to the Assessor's Office at:

Phone 860-644-2511 Ext. 312

Fax 860-648-6389

### Hand deliver declaration to

Town of South Windsor  
Assessor's Office  
1540 Sullivan Avenue  
South Windsor, CT

### Mail declaration to:

Town of South Windsor  
Assessor's Office  
1540 Sullivan Avenue  
South Windsor, CT 06074-2786

### Check Off List:

- Read instructions
- Complete appropriate sections
- Complete exemption applications
- Complete disposed asset report
- Corporations complete all of page 3
- Make a copy for your records
- Sign, date & witness as required on page 4
- Return by November 1, 2018

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 South Windsor
With regards to said business or property I do so certify that on _____ Said business or property was (Indicate which one by circling):		
		Date
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)



Town of South Windsor  
Assessor's Office  
1540 Sullivan Avenue  
South Windsor, CT 06074-2786



YOUR UID# HERE

→ # YOUR UNIQUE ID HERE  
YOUR COMPANY NAME HERE  
ADDRESS HERE

### South Windsor, Connecticut

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- Corporations complete all of page 3
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- Sign, date & witness as required on page 4
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This is what the Form will look like when you receive it:

- Each Personal Property Account has a specific Unique ID # that will be generated on your declaration.
- The "Check Off List" is for *your* use!
- ALL declarations are due back to the Assessor's Office by November 1.
  - If an extension is needed for just cause, be sure to request the extension in writing to the Assessor before November 1.
- If you have any questions, we are more than willing and able to help! Our information is listed on the declaration for you, or you may wish to e-mail: [personalproperty@southwindsor-ct.gov](mailto:personalproperty@southwindsor-ct.gov)

# Dissolution Information

**\*NOTE:** ONLY fill this section out when the business has moved, sold, or is terminated.

<i>AFFIDAVIT OF BUSINESS TERMINATION OR MOVE OR SALE OF BUSINESS OR PROPERTY</i>		
I	_____ of _____ at _____	
	<small>Business or property owners name</small>	<small>Business Name (if applicable)</small> <small>Street location in South Windsor</small>
	<small>With regards to said business or property I do so certify that on _____ Said business or property was (indicate which one by circling):</small>	
		<small>Date</small>
SOLD TO:	_____	_____
	<small>Name</small>	<small>Address</small>
MOVED TO:	_____	_____
	<small>City/Town and State to where business or property was moved</small>	<small>Address</small>
TERMINATED:	<input type="text" value="Attach Bill of Sale or Letter of dissolution to this form and return it with this affidavit to the Assessor's office"/>	
<small>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.</small>		
Signature		<small>Print name</small>

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

**LISTING OF ITEMIZED ASSETS FOR PERSONAL PROPERTY**

CODE 12	CODE 16	CODE 17	
Commercial Fishing Apparatus: All fishing apparatus exclusively used by a commercial fisherman in his business. Examples: fishing poles, nets, lobster pots, fish finders, etc. A \$500 value exemption will be applied.	Furniture, fixtures, and equipment of all commercial, industrial, manufacturing, mercantile, trading and all other businesses. Examples: desks, chairs, tables, file cabinets, typewriters, calculators, copy machines, telephones (incl. mobile), answering machines, postage meters, cash registers, movable air conditioners, partitions, display racks, refrigerators, freezer, kitchen equip. etc.	Farm Machinery - Farm machinery, (tractors, harrows, bush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponis farm equipment, aquaculture equipment, etc.) used in the operation of a farm.	
CODE 18	CODE 19	CODE 20	
Farming Tools- Examples: hoes, rakes, pitch forks, shovels, hoses, brooms, etc.	Auto Mechanics Tools - Examples: wrenches, air hammers, jacks sockets, etc.	Electronic Data Processing Equipment- Examples: computers, printers, peripheral computer equipment, and any computer based equipment acting as a computer as defined under Section 168 of the IRS Code of 1968. Bundled software is taxable and must be included.	
CODE 24	(CODE 23)	CODE 9	
All Other Goods, Chattles and Effects- Any other taxable personal property not previously mentioned or which does not appear to fit into any of the other categories. Examples: video tapes, vending machines, pinball games, video games, signs, billboards, coffee makers, water coolers, leasehold improvements (other than realty) etc.	Average Supplies - The average monthly quantity of supplies normally consumed in the course of a business. Example: stationary, post-it notes, toner, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies, maintenance supplies, etc. <b>This code does NOT need to be broken down by year - it is a monthly/ yearly total.</b>	Motor Vehicles UNREGISTERED - Examples: campers, RV's, snowmobiles, trailers, trucks, passenger cars, tractors, off-road construction vehicles, etc. INCLUDING any vehicle garaged in Connecticut but registered in another state, or any such vehicle not registered at all. If you are a farmer you are eligible for the exemption under Sec. 12-91, list tractors in Code 17.	
DATE ACQUIRED (YR ENDING)	COST (INCL. TRANSPORT & INSTALL)	ITEM (& QUANTITY)	CODE
9-15-2015	\$800	Desk & Chair	16
11-16-2016	\$2,500	Table, chairs, sofa	16
10-17-2001	\$1,200	Sign	24a
8-6-2015	\$1,500	Computer	20
-----	\$150/ mo.	Monthly supplies	23

# Helpful Tip for First Time Filers!

You can find this form online on our Town of South Windsor website or get a physical copy in the Assessor’s Office.

This form outlines all of the codes that are on the declaration, it also gives you room on the front and back to list all of the assets you owned as of October 1 of any given year. This will help you organize all of your assets and where to put them on the declaration. It will also be useful in the future when you dispose of any item.

Our Assessment date is October 1. Any asset that you own as of October 1, is what gets listed.

For example:

If you bought equipment on September 30, 2016 – this item would be placed on the “10-1-2016” line on the declaration.

If you bought a piece of equipment on October 15, 2016 – this item would be placed on the “10-1-2017” line.

# Page Two

- Once you have completed your itemized listing of assets, you will input all costs of assets under the correct Code, in the right year.
- On top, please circle the correct Code if applicable.

**2018 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				Assessor's Use Only	
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value	Year Ending	Original cost, transportation & installation	% Good	Depreciated Value		
10-1-18		95%		10-1-18		95%			
10-1-17		90%		10-1-17		90%			
10-1-16		80%		10-1-16		80%			#12
10-1-15		70%		10-1-15		70%			
10-1-14		60%		10-1-14		60%			#17
10-1-13		50%		10-1-13		50%			
10-1-12		40%		10-1-12		40%			#18
Prior Yrs		30%		Prior Yrs		30%			
Total		Total		Total		Total			#19
<b>#16 – Furniture, fixtures and equipment</b>				<b>#20 -- Electronic data processing equipment</b>					
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value	Year Ending	Original cost, transportation & installation	% Good	Depreciated Value		
10-1-18		95%		10-1-18		95%			
10-1-17		90%		10-1-17		90%			
10-1-16		80%		10-1-16		80%			
10-1-15		70%		10-1-15		70%			
10-1-14		60%		10-1-14		60%			
10-1-13		50%		10-1-13		50%			
10-1-12		40%		10-1-12		40%			#18
Prior Yrs		30%		Prior Yrs		20%			
Total		Total		Total		Total			#20
				In accordance with Section 188 IRS Codes Computers Only					
<b>#23 – Expensed supplies - The average is the total amount expended on supplies since October 1, 2017 divided by the number of months in business since October 1, 2017.</b>				Year Ending	Total Expended	# of Mo.s	Average Monthly		
				10-1-18					#23
<b>#24a – Other Goods - including leasehold improvements</b>				<b>#24b -- Rental Entertainment Medium</b>					
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value	Year Ending	Original cost, transportation & installation	% Good	Depreciated Value		
10-1-18		95%		10-1-18		95%			
10-1-17		90%		10-1-17		90%			
10-1-16		80%		10-1-16		80%			
10-1-15		70%		10-1-15		70%			
10-1-14		60%		10-1-14		60%			
10-1-13		50%		10-1-13		50%			
10-1-12		40%		10-1-12		40%			
Prior Yrs		30%		Prior Yrs		20%			
Total		Total		Total		Total			#24
				# of video tapes		# of DVD movies			
				# of music CD's		# of video games			
				24a and 24b Total					

**Detailed Listing of Disposed Assets Report**– If you disposed of, sold, or transferred a portion of the property included in last year's filing, complete the following. DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY INFORMATION

Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost

Detailed Listing of Assets Orig Value ≤ \$250			
Pursuant to CGS 12-81(79) – Listing of assets purchased prior to 10/1/08 with a value of ≤ \$250			
Description of Item	Date Acquired	Acquisition Cost	



## 2018 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			Assessor's Use Only	
Year Ending	Original cost, transportation & Installation	% Good	Depreciated Value	Year Ending	Original cost, transportation & Installation	% Good	Depreciated Value		
10-1-18		95%		10-1-18		95%		#12	
10-1-17		90%		10-1-17		90%		#17	
10-1-16		80%		10-1-16		80%		#18	
10-1-15		70%		10-1-15		70%		#19	
10-1-14		60%		10-1-14		60%			
10-1-13		50%		10-1-13		50%			
10-1-12		40%		10-1-12		40%			
Prior Yrs		30%		Prior Yrs		30%			
Total		Total		Total		Total			
<b>#16 – Furniture, fixtures and equipment</b>				<b># 20 -- Electronic data processing equipment</b>					
Year Ending	Original cost, transportation & Installation	% Good	Depreciated Value	Year Ending	Original cost, transportation & Installation	% Good	Depreciated Value		
10-1-18		95%		10-1-18		95%		#16	
10-1-17	\$2,500	90%	\$2,250	10-1-17		80%		#20	
10-1-16		80%		10-1-16		80%			
10-1-15	\$800	70%	\$560	10-1-15	\$1,500	40%	\$600		
10-1-14		60%		Prior Yrs		20%			
10-1-13		50%		Total	\$1,500	Total	\$600		
10-1-12		40%		In accordance with Section 168 IRS Codes Computers Only					
Prior Yrs		30%							
Total	\$3,300	Total	\$2,810						
<b># 23 – Expensed supplies - The average is the total amount expended on supplies since October 1, 2017 divided by the number of months in business since October 1, 2017.</b>				Year Ending	Total Expended	# of Mo.s	Average Monthly		
				10-1-18	\$1,800	12	\$150	#23	
<b>#24a – Other Goods - including leasehold improvements</b>				<b>#24b -- Rental Entertainment Medium</b>					
Year Ending	Original cost, transportation & Installation	% Good	Depreciated Value	Year Ending	Original cost, transportation & Installation	% Good	Depreciated Value		
10-1-18		95%		10-1-18		95%			
10-1-17		90%		10-1-17		80%			
10-1-16		80%		10-1-16		80%			
10-1-15		70%		10-1-15		40%			
10-1-14		60%		Prior Yrs		20%			
10-1-13		50%		Total		Total			
10-1-12		40%		# of video tapes		# of DVD movies			
Prior Yrs	\$1,200	30%	\$360	# of music CD's		# of video games			
Total	\$1,200	Total	\$360	24a and 24b Total				#24	

# Page Three

- Place the asset cost in the correct Code Category, and Year.  
(ex: desk, chair bought 9-15-2015 = \$800  
Table, chairs, sofa bought 11-16-2016 = \$2,500  
Sign bought 10-17-2001 = \$1,200  
Computer bought 8-6-2015 = \$1,500)
- Code 23 is your Average Monthly expenses. Aka the "throw away" category. Ex: pens, pencils, paper, drill bits, etc.
- Sometimes it is easier to work this category backwards by taking how much you use in a month and multiply by 12.
- Once your assets have been categorized, remember to multiply by the correct percentage to get the depreciated amounts.





**2018 PERSONAL PROPERTY DECLARATION – SHORT FORM SUMMARY SHEET**

Commercial and financial information is not open to public inspection

Assessment date **October 1, 2018**

Required return date **November 1, 2018**

List or Account # \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ DBA \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone / Fax \_\_\_\_\_ / \_\_\_\_\_ Street location of personal property in South Windsor \_\_\_\_\_

E-mail \_\_\_\_\_ Description of business: \_\_\_\_\_

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 but registered in another state, or any such vehicle not registered at all. If you are a farmer eligible for the exemption under Sec. 12-51, list tractors in Code 17.

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

#11 Horses And Ponies Describe your horses and ponies. A \$1,000 assessment exemption per animal will be applied. If you are a farmer an exemption may be 100% provided Form M-28 is filed with and approved by the Assessor.

Breed	Age	Registered	Sex	Quality: Breeding/Show/Pleasure/Racing

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

Year	Make	Model	Identification No.	Length	Width	Bedrooms	Baths

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, occupation 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.).	
<b>Total Assessment – all codes #9 through #24</b>	<b>Subtotal &gt;</b>
#25 - Penalty for failure to file as required by statute – 25% of assessment	

Exemption - Check box adjacent to the exemption you are claiming:

I - Mechanic's Tools - \$500 value     M - Commercial Fishing Apparatus - \$500 value

I - Farming Tools - \$500 value     I - Horses/ponies \$1000 assessment per animal

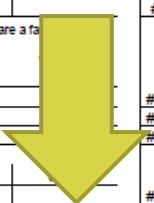
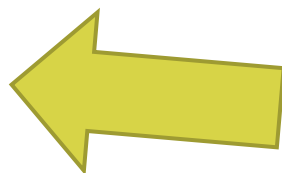
All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by the required return date

J - Water Pollution or Air Pollution control equipment – Connecticut DEP certificate required – provide copy

I - Farm Machinery \$100,000 value - Exemption application M-28 required annually

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

Total Net Assessment \_\_\_\_\_ Assessor's Final Assessment Total > \_\_\_\_\_



# Page Three

Please do not disregard this page! There is still very important information to be filled out.

# Verify Information

## For New Filers:

- This top section is very important to fill out. It helps us verify the DBA/ Owners Name, and mailing address. As well as additional contact information

## For Re-Filers:

- Please be sure all of this information is correct – especially the mailing address information. If it is not, please make any and all necessary changes.

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Assessment date **October 1, 2018**  
Required return date **November 1, 2018**

List or Account # \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ DBA \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone / Fax \_\_\_\_\_ / \_\_\_\_\_ Street location of personal property in South Windsor \_\_\_\_\_

E-mail \_\_\_\_\_

Description of business: \_\_\_\_\_

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 \_\_\_\_\_

The type of Ownership (etc.) information helps us better understand how large or small your business is.

#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 but 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

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#16 - Furniture & Fixtures Furniture, fixtures and equipment of all commercial, industrial, manufacturing, mercantile, trading and all other businesses, occupation 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.	\$2,810
#17 - Farm Machinery Farm machinery (e.g., tractors, harrows, bush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, 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.	\$600
#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.).	\$150
#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.).	\$360
<b>Total Assessment - all codes #9 through #24</b>	<b>Subtotal &gt; \$3,920</b>
#25 - Penalty for failure to file as required by statute - 25% of assessment	

Exemption - Check box adjacent to the exemption you are claiming:

- I - Mechanic's Tools - \$500 value     M - Commercial Fishing Apparatus - \$500 value
- I - Farming Tools - \$500 value     I - Horses/ponies \$1000 assessment per animal
- All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by the required return date
- J - Water Pollution or Air Pollution control equipment - Connecticut DEP certificate required - provide copy
- I - Farm Machinery \$100,000 value - Exemption application M-28 required annually
- G & H - Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption application M-55 required annually

Total Net Assessment Assessor's Final Assessment Total >

ASSESSOR'S USE ONLY

Code ASSESSMENTS

#9	
#9	
#9	

#11	
#11	
#11	

#14	
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#12	
-----	--

#16	
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#17	
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#18	
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#19	
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#20	
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#23	
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#24	
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#25	
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# Please Note:

- This is where Codes 9: Unregistered Motor Vehicles, 11: Horses and Ponies, and 14: Mobile Manufactured Homes, are if they apply to you.
- This page has the Property Code Descriptions and examples of each.
- The Depreciated Values from Page 2 go here.
- If any of these exemptions apply to your business, please check off any and all.
- Please leave the "Assessor's Use Only" section blank. It is only for the Assessor!

# Page 4: Final Page!

## Leased Equipment and Signature Page

**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 lease 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, 2017? 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, 2017? 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 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 South Windsor Assessor or postmarked (as defined in C.G.S. Sec. 1-2a) by Thursday, November 1, 2018 -OR- a 25% Penalty as required by law shall be applied.

**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 lease 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, 2017? 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, 2017? 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			

# Lease Information

If a company is leasing equipment to you, please note that information in this section





# You're Finished!

Any questions or concerns, please feel  
free to contact the Assessor's Office:

1540 Sullivan Ave.  
South Windsor

860-644-2511 ext. 2312

[personalproperty@southwindsor-ct.gov](mailto:personalproperty@southwindsor-ct.gov)