# SOUTH WINDSOR



### **PERSONAL PROPERTY**

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



#### 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 AFFIDANT 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 DETALLED 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

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 — Falure 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 decla	Check Off List:				
Phone 860-644-2	2511 Ext. 312	Fax 860- 648-6389	☐ Read instructions			
Hand deliver de Town of South V Assessor's Offic 1540 Sullivan Av South Windsor,	Vindsor e venue	Mail declaration to: Town of South Windsor Assessor's Office 1540 Sullivan Avenue South Windsor, CT 06074-2786	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 BU	SINESS TERMINATION OR MOVE OR SAL				
Business or property	nwners name	Business Name (if applicable)	at Street location in South Windsor			
	usiness or property I d		usiness or property was (indicate which one by circling):			
_		Date				
SOLD TO:						
Moved to:	Name		Address			
	City/Town and State to v	where business or property was moved	Address			
TERMINATED:	Attach Bill of	Sale or Letter of dissolution to this form and re	eturn it with this affidavit to the Assessor's office			
The signer	is made aware that t	the penalty for making a false affidavit is a \$50	00.00 fine or imprisonment for one year or both.			
Signature		Print nam	e			

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 08074-2788



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

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

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Thursday, November 1, 2018

Direct	augetione	concerning	declaration	to the	Accoccor'e	Office at	í
Ulifect	auesnons	concerning	oeciaration	to the	ASSESSOF S	Office at	r

Phone 860-644-2511 Ext. 312

Hand deliver declaration to Town of South Windsor Assessor's Office 1540 Sullivan Avenue South Windsor, CT Fax 860-648-6389

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

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

# Dissolution Information

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

	AFFIDAVIT OF BUSINESS TERMINATION OR M	OVE OR SALE OF BUSINESS OR PROPERTY	
Business or property With regards to said bu	usiness or property I do so certify that on	atstreet location in South WindsorSaid business or property was (indicate which one by circling):	_
SOLD TO:	Date		
	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 the	nis form and return it with this affidavit to the Assessor's office	
The signer i	is made aware that the penalty for making a false aff	fidavit 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)

#### LISTING OF ITEMIZED ASSETS FOR PERSONAL PROPERTY

CODE 12	CODE 16	CODE 17	-
Commercial Fishing Apparatus: All	Furniture, fixtures, and equipment of	Farm Machinery - Farm machine	ery, (tractors,
fishing apparatus exclusively used	all commercial, industrial,	harrows, bush hogs, hay bines,	hay rakes,
by a commercial fisherman in his	manufacturing, mercantile, trading and	balers, corn choppers, milking n	nachines,
business. Examples: fishing poles,	all other businesses. Examples: desks,	milk tanks, coolers, chuck wago	ns, dozers,
nets, lobster pots, fish finders, etc. A	chairs, tables, file cabinets, typewriters,	back hoes, hydroponis farm equ	ipment,
\$500 value exemption will be	calculators, copy machines, telephones	aquaculture equipment, etc.) us	
applied.	(incl. mobile), answering machines,	operation of a farm.	
	postage meters, cash registers,	l ·	
	movable air conditioners, partitions,	J	
	display racks, refrigerators, freezer,		
	kitchen equip. etc.		
CODE 18	CODE 19	CODE 20	
Farming Tools- Examples: hoes,	Auto Mechanics Tools - Examples:	Electronic Data Processing Equip	ment-
rakes, pitch forks, shovels, hoses,	wrenches, air hammers, jacks sockets,	Examples: computers, printers,	
brooms, etc.	etc.	computer equipment, and any o	
		based equipment acting as a cor	-
		defined under Section 168 of the	•
		1968. Bundled software is taxab	
		be included.	
CODE 24	(CODE 23)	CODE 9	
All Other Goods, Chattles and	Average Supplies - The average	Motor Vehicles UNREGISTERED	Examples:
Effects- Any other taxable personal	monthly quantity of supplies normally	campers, RV's, snowmobiles, tra	ilers, trucks,
property not previously mentioned	consumed in the course of a business.	passenger cars, tractors, off-roa	
or which does not appear to fit into	Example: stationary, post-it notes,	construction vehicles, etc. INCLU	
any of the other categories.	toner, computer disks, computer	vehicle garaged in Connecticut b	out
Examples: video tapes, vending	paper, pens, pencils, rulers, staplers,	registered in another state, or a	
machines, pinball games, video	paper clips, medical and dental	vehicle not registered at all. If yo	ou are a
games, signs, billboards, coffee	supplies, maintenance supples, etc.	farmer you are eligible for the ex	cemption
makers, water coolers, leasehold	This code does NOT need to be broken	under Sec. 12-91, list tractors in	Code 17.
improvements (other than realty)	down by year - it is a monthly/ yearly	-	
etc.	total.		
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	<b>\$1,</b> 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 Fi		pparatus or	Circle One	#18 Farm Tools #19 Mechanics Tools	or		Assessor's Use Only
Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	Year Ending	Original cost, trans- portation & Installation	% Good	Depreciated Value	Ose Only
10-1-18	portation a motanation	95%		10-1-18	portation a motalitation	95%		
0-1-17		90%		10-1-17		90%		
0-1-16		80%		10-1-16		80%		#12
0-1-15		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
rior Yrs		30%		Prior Yrs		30%		•
Total		Total		Total		Total		#19
16 – Fu	ırniture, fixtures and ed	quipmer	it	# 20 E	lectronic data processin	ıg equipr	nent	
Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	Year Ending	Original cost, trans- portation & 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		60%		
10-1-15		70%		10-1-15		40%		
10-1-14		60%		Prior Yrs		20%		
10-1-13		50%		Total		Total		1 .
10-1-12		40%			accordance with Se	-1: 10	0 IDC C-4	#16
Prior Yrs		30%		- "	Compute		o IRS Codes	1 .
Total		Total			Compute	rs Only		#20
≠23 – E	xpensed supplies - Th	e avera	ge is the total amount . 2017 divided by the	Year Ending	Total Expended	# of Mo.s	Average Monthly	
umber	of months in business	since O	ctober 1, 2017.	10-1-18				#23
	Other Goods - including	T	old improvements		ental Entertainment Me	dium		
Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	Year Ending	Original cost, trans- portation & 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		60%		
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		30%			# of music CD's		# of video games	ļ .
Total		Total			24a and 24b	T-4-1		#24

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 Listin	ng of Ass	ets Orig Value ≤ \$250						
ursuant to CGS 1	2-81(79) - I	isting of assets purchased prior to 10/1/08 with a value of ≤ \$250						
	Description of Item Date Acquired Acquisition							

#### 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 Fi #17 – Farm machine		pparatus or	Circle One	#18 – Farm Tools #19 – Mechanics Tools	or		Assessor's Use Only
Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	Year Ending	Original cost, trans- portation & Installation	% Good	Depreciated Value	
10-1-18		95%		10-1-18		95%		1
10-1-17		90%		10-1-17		90%		1
10-1-16		80%		10-1-16		80%		1   #12
10-1-15		70%		10-1-15		70%		1
10-1-14		60%		10-1-14		60%		#17
10-1-13		50%		10-1-13		50%		1   · · · · ·
10-1-12		40%		10-1-12		40%		#18
Prior Yrs		30%		Prior Yrs		30%		1   <b>'</b>
Total		Total		Total		Total		#19
#16 – Fu	rniture, fixtures and ed	quipmer	it	# 20 E	lectronic data processin	g equipr	nent	]
Year Ending	Original cost, trans- portation & Installation	% Good	Depreciated Value	Year Ending	Original cost, trans- portation & Installation	% Good	Depreciated Value	
10-1-18		95%		10-1-18		95%		1
10-1-17	\$2,500	90%	\$2,250	10-1-17		80%		1
10-1-16		80%		10-1-16		60%		11
10-1-15	\$800	70%	<b>\$</b> 560	10-1-15	\$1,500	40%	\$600	1
10-1-14		60%		Prior Yrs		20%		]
10-1-13		50%		Total	\$1,500	Total	\$600	]   .
10-1-12		40%					0.100.0-1	#16
Prior Yrs		30%		l Ir	accordance with Sec		8 IRS Codes	
Total	\$3,300	Total	\$2,810		Computer	rs Only		#20
expende	xpensed supplies - Th d on supplies since O	ctober 1	, 2017 divided by the	Year Ending	Total Expended	# of Mo.s	Average Monthly	
number (	of months in business	since O	ctober 1, 2017.	10-1-18	\$1,800	12	\$150	#23
	Other Goods - including	T	old improvements		Rental Entertainment Me	1	ı	11
Year Ending	Original cost, trans- portation & Installation	% Good	Depreciated Value	Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	]
10-1-18		95%		10-1-18		95%		<b>.</b>
10-1-17		90%		10-1-17		80%		11
10-1-16		80%		10-1-16		60%		11
10-1-15		70%		10-1-15		40%		]
10-1-14		60%		Prior Yrs		20%		11
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.

# Disposals Page

This page is very important to **Annual Filers** for reconciliation purposes.

- Any asset that has been disposed of must be listed and removed from the corresponding Code from above.
  - If this is **NOT** done properly, the Assessor needs to add that asset back into the Declaration Filing.

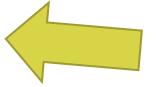
Detailed Listing of Disposed Assets Report- If you disposed of, sold, or transferred a portion of the property included in last year's filing, complete the following. DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY INFORMATION

Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost				
4/13/2018	16	Old desk and chair	3/17/2001					
Detailed Listin	ng of Ass	ets Orig Value ≤ \$250						
Pursuant to CGS 1	12-81(79) – 1	Listing of assets purchased prior to 10/1/08 with a value of s	\$250					
		Description of Issu	Date Acquired	Acquisition Cost				
10/1/2018	16	Hand saw	10/1999	\$200				
				Page 1				

The < \$250 newly passed law is something that ALL filers should note.

Any asset that is less than \$250 and is 10 years old or older, is exempt. In order to obtain this exemption each and every item is required to be listed. If more room is necessary, please attach any and all additional sheets.

		2018 P	ERSONAL PRO	PERTY DE	CLARA	TION -	SHORT F	ORM SU	MMARY SHEET		
			Commercial	and financial	l informat	ion is no	t open to p		Assessment of		tober 1, 2018
List or A	ccount # _		_					Re	quired return dat	e Nove	ember 1, 2018
Owner's	Name					_					
Address	<u> </u>								DBA		
City/Sta	te/Zip										
Phone /	Fax		1				Street lo	cation of r	ersonal property i	n South	Windsor
E-mail									, , , , , , ,		
E-mail	_							Des	cription of busines	S:	
Type of	ownership:	Corporatio	n 🗌 Partnership	⊓цс⊓ѕ	ole Prop	rietor 🗆	Other-Desc	ribe			
	-					_		_	Tradesman 🗌 Ot	har	
	siness Activi		er 🗌 writtiesale	Service	_			cantile [	_		
		-				Square f			_No. of Employee		
vehicles,	etc.) including a	ny vehicle garage	otor vehicles (e.g. can d in Connecticut but r i, list tractors in Code	egistered in ano	wmobiles, t ther state, o	rallers, truc or any such	ks, passenger vehicle not re	cars, tractors gistered at all	, off-road construction If you are a farmer		SSESSOR'S USE ONLY
Year	Make	Model	Identificati		Length	Weight	Purchase	Date	Value	Code	ASSESSMENTS
						-	Price			#9	
									<del>                                     </del>	#9	
										#9	
#11 Hors exemptor	ses And Ponie nmay be 100% Breed	s Describe your I provided Form M Age	horses and ponies. A -28 is filed with and a Registered	\$1,000 assessmoproved by the A Sex	ASSESSOF.		mal will be app Quality: now/Pleasure		re a fa		
										#11	
										#11	
#14 Mob	ilo Manufactu	rod Homor Mag	t currently assessed a	r roal actato					$\overline{}$	#11	
Year	Make	Model	Identificati		Length	Width	Bedrooms	Baths			
										#14	
Propert	y Code and	Description							Net Depreciated		
			All fishing apparatus e	wellichight nead	hy a comm	arrial ficha	man in his hu	Inacc (a n	Value From page 2	+	
fishing po	les, nets, lobste	er pots, fish finder	s, etc.). A \$500 value	e exemption will	be applied.					#12	
and all off copy mad	ner businesses, chines, telephor	occupation and es (including mot	tures and equipment of professions. Example blie telephones), telepi partitions, shelving dis	es: desks, chaire hone answering	s, tables, file machines, f	e cabinets, facsimile m	typewriters, ca achines, posta	iculators, ige meters,		#16	
#17 - Fa	rm Machinery	Farm machinery	(e.g., tractors, harrow ck wagons, dozers, ba	s, bush hogs, ha	y bines, ha	y rakes, ba	iers, com chop	pers,			
	in the operation		un wagono, dozero, bi	suk nices, nyuro,	orno ianni e	squipinent,	aquaculture et	(uprilent,		#17	
#18 - Fa	rming Tools F	arm tools, (e.g., h	oes, rakes, pitch forks	i, shovels, hoses	s, brooms, e	tc.).				#18	
#19 - Me	chanics Tools	Mechanics tools	(e.g., wrenches, air h	ammers, Jacks,	sockets, etc	l.).				#19	
computer	equipment, and	any computer b	ipment Electronic da ased equipment acting and must be included	gas a computer	quipment (e. r as defined	g., compu under Sec	ers, printers, p tion 168 of the	eripheral IRS Code		#20	
stationery supplies a	, post-It notes, t ind maintenance	oner, computer d e supplies, etc.).	onthly quantity of sup lisks, computer paper,	pens, pencils, n	ulers, staple	ers, paper	dips, medical	and dental		#23	
not appea	r to fit into any o	of the other categ	id Effects Any other ta ories. (e.g. video tape easehold improve	s, vending mach	ines, pinbal	games, v				#24	
		all codes #9					Su	btotal >		<u> </u>	
			ired by statute – 2		nent					#25	
			the exemption you ue	-	Annaratus	- \$500 w	due			1	
		ls - \$500 value	□ I – Horses/t							$\vdash$	
								essor by the	required return date	$\vdash$	
	_		tion control equipm							1	
			alue - Exemption a								
_			y/Enterprise Zone/E	-				on M-55 red	quired annually		
Total N	et Assessme	ent				A	sessor's F	inal Asse	ssment 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.

	DECLARATION - SHORT FORM SUMMARY SHEET sial information is not open to public inspection
List or Account #	Assessment date October 1, 2018 Required return date November 1, 2018
Address	DBA
Phone / Fax	Street location of personal property in South Windsor
E-mail  Type of ownership: ☐ Corporation ☐ Partnership ☐ LLC ☐	Description of business:
Type of business: Manufacturer Wholesale Service	e Profession Retail/Mercantile Tradesman Other Square footage No. of Employees

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

vehicles,	etc.) including an	y vehicle garage	otor vehicles (e.g. can d in Connecticut but r I, list tractors in Code	egistered in ano					i, off-road construction . If you are a farmer		ASSESSOR'S USE ONLY
Year	Make	Model	Identificati		Length	Weight	Purchase Price	Date	Value	Code	ASSESSMENTS
						<del>                                     </del>	11100			#9	l
										#9	
										#9	
			horses and ponies. A			ton per an	mai will be app	olled. If you a	re a farmer, the		
exemptio	n may be 100% p Breed	rovided Form M Age	-28 is filed with and ap Registered	Sex		(2\nnihaa	Quality: how/Pleasure	/Racing	Value		
						ceango	iowi icasaic	reading		#11	
										#11	
										#11	
#14 Mol	bile Manufactur Make	ed Homes if no Model	t currently assessed a Identificati		Length	Width	Bedrooms	Baths	Value	#14	I
									Net Depreciated	#14	
Proper	ty Code and D	escription (							Value From page 2		
			All fishing apparatus e			erdal fishe	rman in his bus	iness (e.g.,		#12	
#16 - Fu and all of copy ma	irniture & Fixtur ther businesses, o chines, telephone	es Furniture, fix occupation and es (including mob	s, etc.). A \$500 value tures and equipment of professions. Example blie telephones), telepi partitions, shelving dis	of all commercial es: desks, chairs hone answering	i, industrial, s, tables, file machines, f	e cabinets, facsimile m	typewriters, ca achines, posta	lculators, ge meters,	\$2,810	#18	
milking r		iks, coolers, chu	(e.g., tractors, harrow ck wagons, dozers, ba							#17	
#18 - Fa	arming Tools Fa	rm tools, (e.g., h	oes, rakes, pitch forks	, shovels, hoses	, brooms, e	etc.).				#18	
#19 - M	echanics Tools	Mechanics tools	(e.g., wrenches, air h	ammers, Jacks,	sockets, etc	à.).				#19	
computer	requipment, and a	any computer b	ipment Electronic da ased equipment acting and must be included	gas a computer					\$600	#20	
stationer supplies	y, post-It notes, to and maintenance	ner, computer of supplies, etc.).	onthly quantity of sup lisks, computer paper,	pens, pencils, n	ulers, staple	ers, paper o	dips, medical a	and dental	\$150	#23	
not appe	ar to fit into any of	the other catego	nd Effects Any other ta ories. (e.g. video tape: easehold improve	s, vending mach	ines, pinbal	i games, vi			<b>\$</b> 360	#24	
Total A	ssessment –	all codes #9	through #24				Su	btotal >	\$3,920		
#25 – P	enalty for failure	e to file as requ	ired by statute – 2	5% of assessn	nent					#25	
Exemp	tion - Check b	ox adjacent to	the exemption you	are claiming:							
	- Mechanic's To	ools - \$500 val	ue M – Comm	ercial Fishing	Apparatus	- \$500 va	alue				
□ I-	- Farming Tools	s - \$500 value	☐ I – Horses/p	onies \$1000 a	assessmer	nt per anir	mal				
All of th	e following exe	mptions requir	re a separate applio	ation and/or o	ertificate to	be filed	with the Asse	essor by the	required return date		
□ 1	- Water Pollution	on or Air Pollut	tion control equipme	ent – Connecti	icut DEP o	ertificate	required – pr	ovide copy			
I-	- Farm Machine	ery \$100,000 v	alue - Exemption a	application M-	28 require	d annuall	у				
□G	& H – Distress	ed Municipality	y/Enterprise Zone/E	nterprise Con	ridor Zone	- Exemp	tion applicati	on M-55 red	quired annually		
Total N	et Assessmer	nt				As	sessor's F	inal Asse	ssment Total >		
											Page 3

### 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

m. Failure to declare, in the fo	ed, loaned, rented, or stored personal property n rm and manner as herein prescribed, shall result	in the presumption of ownership and subsec	Pursuant to Connecticut General Statutes §12- of the assessment date must be included on this quent tax liability plus penalties. Property you do ending machines, water coolers, coffee machines.
<ul> <li>October 1, 2017?</li> </ul>	GOPY AND ATTACH A frany leased items that were in your posses. If yes, enter a description of the property are in the space to the right.	ADDITIONAL SHEETS IF NEEDED sion on and the	
on October 1, 201	ny of the leased items that were in your pos: 7? If yes, indicate previous lessor, item(s) n the space to the right.	session and	
☐ Is the cost of any	of the equipment listed below declared anyy	where else on this declaration? If yes, n	ote year in the 'Year Included' row and list
cost in the 'Acquis	sition Cost row.	1	1
	Lease #1	Lease #2	Lease #3
me of Lessor			
sor's address			
se Number			
n description / Model #			
ial#	+		+
ar of manufacture pital Lease	Yes□ No□	Yes No No	Yes No No
sse Term – Beginning/End	Tes No	res I No I	Tes No
nthly rent			
nuisition Cost			
ar Included			
			•
completed according	REBY declare under penalty of fa ing to the best of my knowledge, n liable to taxation; and that I have the laws relating to the assessme OWNER CORPORATE OFFICER	emembrance, and belief; that it not conveyed or temporarily	t is a true statement of all my disposed of any estate for the
	Signature/Title		
	Print or type nan	ne	
have full authority and	Y declare under oath that I have been d knowledge sufficient to file a proper decla		
Agent's Signature			Dated
	Agent's Signature	rine	
	Print or type agent's AGENT SIGNATU	name IRE MUST BE WITNESSED	
Witness of agent's swom st	atement		
Subscribed and sworn to be	efore me -		Dated
Circi	le one: Assessor or staff member, Town Clerk, Ju	stice of the Peace, Notary or Commissioner o	of Superior

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.

LESS 57a al form not lea	SEE'S I lease Failur ase tha	S LISTING REPORT ed, borrowed, consigne e to declare, in the for at may be in your posse	TLessee's Name d, loaned, rented, or stored personal property no m and manner as herein prescribed, shall result i ession and must be reported includes (but is not	t owned by you but in your possession as of the n the presumption of ownership and subsequen limited to) dumpsters, gas/propane tanks, vendi	Pursuant to Connecticut General Statutes §12- e assessment date must be included on this t tax liability plus penalties. Property you do ng machines, water coolers, coffee machines.
Yes	No	October 1, 2017?	COPY AND ATTACH A any leased items that were in your possess If yes, enter a description of the property an in the space to the right.		
		on October 1, 2017 date(s) acquired in	y of the leased items that were in your poss ? If yes, indicate previous lessor, item(s) a the space to the right.	and	
		Is the cost of any of cost in the 'Acquisit	f the equipment listed below declared anyw tion Cost' row.	here else on this declaration? If yes, note	year in the "Year Included" row and list
			Lease #1	Lease #2	Lease #3
Name	of Le	SSOF			
Lesso	r's ad	dress			
Lease	Num	ber			
Item d	lescrip	ption / Model #			
Serial	#				
Year o	of mar	nufacture			
Capita	l Lea	se	Yes 🗌 No 🗌	Yes 🗌 No 🗌	Yes 🗌 No 🗌
Lease	Term	n – Beainnina/End			
Month	ly ren	it			
Acquis	sition	Cost			
Year I	nclud	ed			

# Lease Information

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

# Last Step!

Please sign, date, and check off appropriate box!

Note:

Any business that is an LLC, LLP, Corp., Inc., etc. must be notarized!

				DECLARATION OF PERS IST BE SIGNED (AND IN SOME CASES V PENALTY — IMPROPERLY SIGNED COMPLETE SEC	VITNESSEI D DECLA	RATIONS REQUIRE	ED WITH THE ASSESSOR.
Section	ı A						
complet persona	ted acc al prope e of eva	ording terty liab	to the	best of my knowledge, rer taxation; and that I have r	membra	nce, and belief; the veyed or tempora	tions of this declaration have been hat it is a true statement of all my irily disposed of any estate for the is per Connecticut General Statutes
	CHEC	K ONE	X	OWNER		PARTNER	
				CORPORATE OFFICER		MEMBER	
Signatur	e						Dated
	-			Signature/Title			
	-			Print or type name	!		<u> </u>
Section	ı B						
Section		cocov i	la al ava	under oath that I have been du	y appoin	ted agent for the ow	ner of the property listed herein and that I
AGENT have full				sufficient to file a proper declara	ition for h	im in accord with the	
AGENT	authority				ntion for h	im in accord with the	
AGENT have full Agent's	authority					im in accord with the	provisions of §12-50 C.G.S.
AGENT have full Agent's	authority			sufficient to file a proper declara	tie	im in accord with the	provisions of §12-50 C.G.S.
AGENT have full Agent's	authority			sufficient to file a proper declara Agent's Signature /Ti	tie ame		provisions of §12-50 C.G.S.
AGENT have full Agent's Signatur	authority e _		wledge	sufficient to file a proper declara Agent's Signature /Ti Print or type agent's na	tie ame		provisions of §12-50 C.G.S.
AGENT have full Agent's Signatur	e _	y and kno	wledge	sufficient to file a proper declara Agent's Signature /Ti Print or type agent's na	tie ame		provisions of §12-50 C.G.S.

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.

### 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