



CLOSE OF BUSINESS FORM
Westbrook, Connecticut 06498

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**.

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 no later than:

MAIL TO: ASSESSOR'S OFFICE
866 BOSTON POST RD
WESTBROOK, CT. 06498

PHONE # 860-399-3016 FAX 860-399-3098
PFOGARTY@WESTBROOKCT.US

PAM FOGARTY
ASSESSOR

Check Off List:

- Read instructions
- Complete appropriate sections
- Complete exemption applications
- Sign & date as required on page 4
- Make a copy for your records
- Return by November 1

AFFIDAVIT OF BUSINESS CLOSING OR MOVE OR SALE OF BUSINESS OR PROPERTY

I _____ of _____ at _____
Business or property owners name Business Name (if applicable) Street location in «Town»
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 _____