

## Westbrook, Connecticut 2017 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:**

**Wednesday, November 1, 2017**

**Westbrook Assessor's Office closing at 4:00PM on Wednesday, November 1, 2017**

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

**Phone:** (860) 399-3016

**Fax:** (860) 399-3098

**Or email to:**

**PFOGARTY@WESTBROOKCT.US**

**Mail or deliver declaration to:**

Town of Westbrook

Assessor's Office

866 Boston Post Road

Westbrook, CT 06498

**Check Off List:**

- Read instructions
- Complete appropriate sections
- Complete exemption applications
- Complete disposed asset report
- Corporations complete all of page 3
- Sign & date as required on page 4
- Make a copy for your records
- Return by November 1, 2017

**Pam Fogarty, CCMA**

**Assessor**

### 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 2017

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)

**2017 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	Year Ending	Original cost, transportation & installation	% Good	Depreciated Value	Circle One	#18 – Farm Tools or #19 – Mechanics Tools	Year Ending	Original cost, transportation & installation	% Good	Depreciated Value	<b>Assessor's Use Only</b>	
		10-1-17		95%				10-1-17		95%			#12
		10-1-16		90%				10-1-16		90%			#17
		10-1-15		80%				10-1-15		80%			#18
		10-1-14		70%				10-1-14		70%			#19
		10-1-13		60%				10-1-13		60%			
		10-1-12		50%				10-1-12		50%			
		10-1-11		40%				10-1-11		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>					<b>Assessor's Use Only</b>			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value		Year Ending	Original cost, transportation & installation	% Good	Depreciated Value					
10-1-17		95%			10-1-17		95%						
10-1-16		90%			10-1-16		80%						
10-1-15		80%			10-1-15		60%						
10-1-14		70%			10-1-14		40%						
10-1-13		60%			Prior Yrs		20%						
10-1-12		50%			Total		Total						
10-1-11		40%			In accordance with Section 168 IRS Codes Computers Only								
Prior Yrs		30%											
Total		Total											
<b># 23 – Expensed supplies - The average is the total amount expended on supplies since October 1, 2016 divided by the number of months in business since October 1, 2016.</b>					Year Ending	Total Expended	# of Mo.s	Average Monthly		<b>Assessor's Use Only</b>			
					10-1-17								
<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					
10-1-17		95%			10-1-17		95%						
10-1-16		90%			10-1-16		80%						
10-1-15		80%			10-1-15		60%						
10-1-14		70%			10-1-14		40%						
10-1-13		60%			Prior Yrs		20%						
10-1-12		50%			Total		Total						
10-1-11		40%					# of video tapes	# of DVD movies					
Prior Yrs		30%					# of music CD's	# of video games					
Total		Total			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

# 2017 PERSONAL PROPERTY DECLARATION – SHORT FORM SUMMARY SHEET

Commercial and financial information is not open to public inspection

Assessment date **October 1, 2017**

Required return date **November 1, 2017**

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

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

Address \_\_\_\_\_

DBA \_\_\_\_\_

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

Phone / Fax \_\_\_\_\_ / \_\_\_\_\_

Street location of personal property in Westbrook \_\_\_\_\_

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. 12-91, 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, the 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	Value

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

Year	Make	Model	Identification No.	Length	Width	Bedrooms	Baths	Value

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.).

**Total Assessment – all codes #9 through #24**

**Subtotal >**

**#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 | \_\_\_\_\_

#12 | \_\_\_\_\_

#16 | \_\_\_\_\_

#17 | \_\_\_\_\_

#18 | \_\_\_\_\_

#19 | \_\_\_\_\_

#20 | \_\_\_\_\_

#23 | \_\_\_\_\_

#24 | \_\_\_\_\_

#25 | \_\_\_\_\_

