

State of Colorado DS 056 - Personal Property Declaration Schedule



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Office of the Assessor

Toby Damisch, Assessor

DUE DATE APRIL 15, 2026
FOR ASSESSMENT YEAR BEGINNING JANUARY 1, 2026

For these instructions, please refer to the following statutes: §§ 39-3-102, 39-3-118.5, 39-3-119.5, 39-5-104.5, 39-5-104.7, 39-5-107, 39-5-108, 39-5-108.5, 39-5-110, 39-5-113 through 117, 39-5-120, and 39-21-113(7), C.R.S.

In accordance with § 39-3-119.5, C.R.S., you are not required to file this declaration if the total actual value of your personal property per county is \$56,000 or less. **If you are unsure as to whether the total actual value of your personal property per county exceeds \$56,000, please contact the county assessor.**

WHO FILES A DECLARATION SCHEDULE? The owner (legal titleholder) of taxable personal property, their agent, and those in possession and/or control of the taxable personal property as of January 1 must file a declaration schedule. All personal property, such as a business/organization's: ■ Equipment ■ Security Devices ■ Machinery ■ Household Furnishings ■ Personal Effects, not otherwise exempt by law, must be listed on this schedule.

IS YOUR BUSINESS NEW? ARE YOU A NEW OWNER? If you answer "yes" to either question, or you have never filed with the county assessor and you own taxable personal property, you are required to provide a **complete detailed listing** of all machinery, equipment, and other personal property with an original installed cost over **\$350**. Please include: ■ Item ID Number ■ Property Description ■ Model Number ■ Year Acquired ■ Original Installed Cost to You.

PRORATION OF PERSONAL PROPERTY VALUE IS GENERALLY NOT ALLOWED. As of January 1, 1996, the only proration of personal property value allowed is for Works of Art loaned to and used for charitable purposes by an exempt organization. If other taxable personal property was located in Colorado on the assessment date, it is taxable for the entire assessment year, providing that, if it was newly acquired, it was put into use as of the assessment date (January 1). If it was not located in the state on the assessment date, or if it was newly acquired, but was not put into use as of the assessment date, it cannot be taxed until the next assessment year. Except for works of art, personal property that is exempt on the assessment date retains its exempt status for the entire assessment year. These requirements do not affect the proration of real property.

WHEN DO YOU FILE? This form must be received by the county assessor by the April 15th deadline EVERY YEAR.

HOW DO YOU FILE FOR AN EXTENSION? You may extend the deadline if, by April 15th the assessor receives your written request AND \$20 for a 10-day extension, or \$40 for a 20-day extension. This extension applies to all personal property schedules (single or multiple) which a person is required to file in the county.

WHAT HAPPENS IF YOU FAIL TO FILE? The late filing penalty is \$50 or 15% of the taxes due, whichever is less. If you fail to file a schedule, the assessor shall determine a valuation based upon the BEST INFORMATION AVAILABLE and shall add a penalty of up to 25% of assessed value for any omitted property discovered and valued later.

NOTE: Failure to properly file a declaration schedule may prevent you from receiving an abatement per Colorado case law. Property Tax Adm'r v. Production Geophysical, 860 P.2d 514 (Colo. 1993)

WHY IS THE DECLARATION FORM IMPORTANT? Assessors use this information to help calculate the property's actual value. This value is based on the property's use and condition as of January 1 of each assessment year.

WHAT HAPPENS AFTER YOU SUBMIT THIS FORM? The assessor may request more information or conduct a physical inventory of your personal property at your business location.

Notices of Valuation are mailed on June 15th

INSTRUCTIONS FOR COMPLETING THE PERSONAL PROPERTY DECLARATION SCHEDULE DS 056

- A. NAME AND MAILING ADDRESS:** Write any corrections to the preprinted name/address information. If you are not the current business owner, please list the name and address of the new owner in the appropriate box. Also, list the date that the property was sold to the new owner.
- B. BUSINESS NAME AND PHYSICAL LOCATION:** If not preprinted, provide the: ■ Business Name ■ Actual Physical Location of the Personal Property ■ Change in Physical Location, If Applicable ■ Additional Property Location Changes, If Applicable ■ List of Locations Where Other Personal Property Is Owned.
- BUSINESS:** Provide your business start-up date, the square footage your business occupies and the primary product or service that you provide.
- C. BUSINESS STATUS:** Check the appropriate boxes for your business status and indicate the date of any change in the property’s location from the prior year. **The assessor may select your business for an audit whether or not you file a declaration schedule.**
- D. ITEMIZED LISTING OF PERSONAL PROPERTY:** “‘Personal property’ means everything that is the subject of ownership and that is not included within the term ‘real property’. ‘Personal property’ includes machinery, equipment, and other articles related to a commercial or industrial operation that are either affixed or not affixed to the real property for proper utilization of such articles. . . .” § 39-1-102(11), C.R.S. Regardless of whether property is affixed to a building, it is personal property if it is used for the purpose of a commercial or industrial operation and not for the enhancement of the real property. Do not report licensed vehicles in this section. **PERSONAL PROPERTY INCLUDES:**

- Equipment, Furniture, Signs and Machinery
- Leasehold Improvements – Built-in fixtures that benefit the business such as countertops or walk- in refrigerators,
- Expensed Assets With a Life of Greater Than One Year
- All Residential Household Furnishings Producing Income
- Fully Depreciated Assets Still In Use
- Assets in Storage

“CONSUMABLE” PERSONAL PROPERTY EXEMPT FROM TAXATION: Pursuant to § 39-3-119, C.R.S., personal property classified as “consumable” as defined in ARL Volume 5, Chapter 7, is exempt from taxation and should **NOT** be listed “Consumable” personal property is defined as any asset having a life of one (1) year or less regardless of cost, and any asset with a life longer than one year that has a reasonable original installed cost or market value in use of \$350 or less at the time of acquisition. The \$350 limitation applies to personal property that is completely assembled and ready to perform the end user’s intended purpose(s) and it includes all acquisition costs, installation costs, sales/use taxes and freight expenses.. Do list all other personal property acquired by you prior to January 1. If you have given the assessor such a list, you may simply submit additions and deletions each year.

IMPORTANT: YOU MUST SUBMIT A COMPLETE PROPERTY LISTING IF YOU HAVE NOT PROVIDED ONE FOR THIS LOCATION

1. List **all** taxable personal property acquired by you prior to January 1, providing: ■ **Item ID Number** ■ **Quantity** ■ **Complete Property Description Including Model Number or Capacity** ■ **Year Acquired** ■ **If the Item is New or Used** ■ **Original Installed Cost to You (Current Owner)** ■ **The Month and Year Each Item was First Placed into Service or is Scheduled to be Placed into Service.** The Original Installed Cost to You is defined as the amount that was paid for the personal property when new inclusive of Sales/Use Tax, Freight and Installation Charges. If the item was purchased used, include its Cost to You along with Sales/Use Tax, Freight, and Installation Charges.
 2. List **all** taxable personal property sold, traded, or scrapped prior to January 1 of the current year. For all items deleted, provide: ■ **Item ID Number** ■ **Quantity** ■ **Property Description Including Model Number or Capacity** ■ **Year Acquired** ■ **If the Item is New or Used** ■ **Original Installed Cost to You (Current Owner).**
- E. LEASED, LOANED, OR RENTED PROPERTY:** All personal property leased, loaned, or rented to you must be listed in this section. Property rented 30 days at a time or less, returned at the renter’s option, and for which sales/use tax is collected before it is finally sold is considered exempt and should **NOT** be reported. You must identify each item of leased, loaned, or rented personal property as follows: ■ **Owner’s/Lessor’s Name, Address, and Telephone Number** ■ **Property Description Including Model, Serial Number, or Capacity** ■ **Check New or Used** ■ **Total Cost of the Lease to You** ■ **Original Installed Cost** ■ **Lease Number** ■ **Lease Term (From-To)** ■ **Total Amount of Annual Rent.** If any of the leased equipment listed is capitalized on your books and records or if purchase or maintenance options are included in the lease provide details of these options on a separate sheet.

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A: BUSINESS NAME	ACCOUNT NUMBER P0	ASSESSMENT DATE: 1/1/2026	DUE DATE: 4/15/26
PHYSICAL ADDRESS OF THE BUSINESS (Indicate Any Changes)		OWNER NAME & MAILING ADDRESS (Indicate Any Changes)	
B: BUSINESS STARTUP DATE	SF OF BUSINESS	PRODUCT OR SERVICE	

C. BUSINESS STATUS: (Please check the appropriate boxes only)

NOT CURRENT BUSINESS OWNER. If you are not the current business owner complete the following information:

NEW OWNER ENTITY & DATE OF SALE: _____

MAILING ADDRESS: _____

CONTACT NAME, EMAIL & PHONE: _____

SELLING PRICE OF ASSETS: _____

NEW BUSINESS/ORGANIZATION. You must give a **complete itemized listing** of all personal property. Use the first part of Section D and attach separate sheet(s) if needed. **The assessor may select your business for an audit whether or not you file a declaration schedule.**

EXISTING BUSINESS/ORGANIZATION. Indicate any additions and/or deletions to your listing in Section D.

NEW OWNER OF PREVIOUSLY EXISTING BUSINESS/ORGANIZATION. You must give a complete itemized listing of all personal property acquired in a business purchase. Include additions made prior to Jan. 1 since that purchase.

D. ITEMIZED LISTING OF PERSONAL PROPERTY: FOR THE MOST ACCURATE ASSESSMENT, IT IS RECOMMENDED THAT YOU ATTACH A COMPLETE ITEMIZED ASSET LISTING WITH EACH BUSINESS PERSONAL PROPERTY DECLARATION FILING.

CHECK HERE IF THERE ARE NO CHANGES FROM LAST YEAR'S DECLARATION SCHEDULE INFORMATION. IF SO, GO DIRECTLY TO SECTION E. COMPLETE THE FORM, SIGN IT, AND RETURN FORM TO THE ASSESSOR. **NOTE: DO NOT CHECK THIS BOX IF THIS IS A NEW BUSINESS OR ORGANIZATION.**

If NO ADDITIONS, check here; otherwise, list all personal property acquired prior to January 1. Attach additional sheets if necessary. NOTE: Include ALL Expensed Assets with a Life Greater Than 1 Year, Fully Depreciated Assets Still in Use, and Stored Assets. **Do not report licensed vehicles in this section.**

ASSET ID	QTY	DESCRIPTION	YEAR ACQUIRED	NEW OR USED	ORIGINAL INSTALLED COST	MO&YR PLACED INTO SERVICE

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If NO DELETIONS, check here; otherwise, list all personal property sold, traded, or discarded prior to January 1. Attach separate sheet(s) if needed.

ASSET ID	QTY	DESCRIPTION	YEAR ACQUIRED	NEW OR USED	ORIGINAL INSTALLED COST	MO&YR PLACED INTO SERVICE

E. LEASED, LOANED, OR RENTED PROPERTY: (Declare Property Owned by Others) Did you have any leased, loaned, or rented machinery, equipment, furniture, signs, vending machines, etc., at this location on January 1? NO YES If you checked yes, list the items below, **showing owner’s name, address, and telephone number; property description;** etc. If additional room is needed, attach a complete listing of all leased personal property.

OWNER/LESSOR NAME	OWNER/LESSOR MAILING ADDRESS	OWNER/LESSOR CONTACT INFORMATION	DESCRIPTION	TOTAL LEASE COST	LEASE NUMBER	TERM FROM-TO

F. RENEWABLE ENERGY PROPERTY: (e.g., solar, wind, hydroelectric personal property)

IS THERE ANY AT THIS LOCATION? NO YES

IF YES, THE PROPERTY IS: LEASED OWNED. IF OWNED, COMPLETE THE DS 058 FORM.

G. DECLARATION: (THIS RETURN IS SUBJECT TO AUDIT) “I declare, under penalty of perjury in the second degree, that this schedule, together with any accompanying exhibits or statements, has been examined by me and to the best of my knowledge, information, and belief sets forth a full and complete list of all taxable personal property owned by me, or in my possession, or under my control, located in this county, Colorado, on the assessment date of this year; that such property has been reasonably described and its value fairly represented; and that no attempt has been made to mislead the assessor as to its age, quality, quantity, or value.” § 39-5-107(2), C.R.S.

BUSINESS FEIN OR SSN: _____

PRINT NAME OF PERSON SIGNING : _____

TITLE OF PERSON SIGNING (IF AGENT, ATTACH LOA) : _____

EMAIL: _____

PHONE NUMBER : _____

SIGNATURE: _____

DATE: _____