

STATE OF COLORADO

(Declaration schedules and attachments are Confidential and Private Documents by Law.)

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

INSTRUCTIONS: COMMERCIAL PERSONAL PROPERTY

SECTION A: NAME AND ADDRESS: Write any corrections to the preprinted name/address.
PHYSICAL PROPERTY LOCATION: If not preprinted, provide the actual physical location of the Personal Property or make any changes to the preprinted information. If applicable, list all locations where other Personal Property is owned. Enter business phone, fax number, cell number and e-mail address.

SECTION B: BUSINESS: Specifically state what your business does and the primary product or service provided. Provide the business start up date. If known, please provide the square footage of your business/retail space.

SECTION 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. Indicate if you are a new owner of a previously existing business/organization in the appropriate box.

SECTION D: LEASED, BORROWED, OR RENTED PERSONAL PROPERTY: All personal property leased, borrowed, or rented by you must be listed. Property leased 30 days at a time or less, rented 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. Attach additional sheets, if applicable (indicating your schedule number).

- You must identify each item of leased, borrowed, or rented personal property as follows:
- Lessor's Name and Address
 - Item Description including Model and Serial Number
 - Lease Start Date
 - Lease Termination Date
 - Date and Cost (if purchased after termination)

If any of the leased equipment listed is capitalized on your books or records, please indicate the name of the Lessor. Also, if purchase or maintenance options are included in the lease, provide details of these options on a separate sheet.

SECTION E: ALL OTHER PERSONAL PROPERTY: All Residential Household Furnishings Producing Income, Equipment, Furniture and Machinery Used By These Businesses: Commercial, Industrial and Natural Resources, Taxable Personal Property Used as part of an Agribusiness, Expensed Assets With a Life of Greater Than One Year or Fully Depreciated Assets In Storage which have been Subject to IRS Depreciation, Itemized list of Leasehold Improvements.

- Attach List of UNLICENSED MOBILE EQUIPMENT, if applicable.
- Attach your CURRENT ITEMIZED DEPRECIATION SCHEDULE, (if you file a Form 4562 or 4562-A with the IRS, please provide a copy of your completed IRS Form with an itemized listing of all personal property including the description and cost of each item), plus an ITEMIZED list of CAPITALIZED equipment.
- Attach List of DELETED EQUIPMENT (include the DESCRIPTION, YEAR ACQUIRED, AND ORIGINAL COST) or use the equipment list provided, if applicable.
- Attach your GENERAL LEDGER or ASSET LISTING using ORIGINAL INSTALLED COST AS OF CURRENT JANUARY 1, if applicable.

ATTACH ADDITIONAL SHEETS, IF APPLICABLE (INDICATING YOUR SCHEDULE NUMBER).

IMPORTANT: YOU MUST SUBMIT A COMPLETE PROPERTY LISTING IF YOU HAVE NOT PROVIDED ONE FOR THIS LOCATION. Do not list inventory, materials or supplies. 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.

If you are unsure of the value of your personal property, contact the Douglas County Assessor's Personal Property Dept.

SPECIAL ASSESSMENT ISSUES:

"CONSUMABLE" PERSONAL PROPERTY: Pursuant to 39-3-119, C.R.S., personal property items that are classified as "consumable" are exempt from taxation and should not be listed on this declaration. "Consumable" personal property is defined as any item having a life of one (1) year or less regardless of cost, and any item with a life longer than one year that has an acquisition cost of \$350 or less at the time of acquisition. The \$350 limitation applies to each item of personal property fully assembled and ready for use and includes all installation costs, sales tax, and freight expenses.

TOTAL MARKET VALUE OF PERSONAL PROPERTY: Pursuant to 39-3-119.5, C.R.S., if the total actual value (market value) of your Personal Property in the county is \$7,700 or less, it is exempt from taxation. In order to assist the assessor in determining whether your personal property qualifies for the exemption, please provide a detailed listing of your furnishings, fixtures and equipment with the year acquired, original installed costs, and month/year placed in service. The assessor will then apply the required factors to make a final determination of value and notify you accordingly.

Do You Need to File an Extension? You may extend the deadline if, **prior to 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.

The late filing penalty is \$50 or 15% of the taxes due, whichever is less. If you fail to file a schedule, the Assessor will determine a valuation based upon the BEST INFORMATION AVAILABLE and may add a penalty of up to 25% of assessed value for any property discovered and valued later.

Check here if there are no changes to the personal property listed on the front of this form.

IS THERE ANY RENEWABLE ENERGY PROPERTY AT THIS LOCATION? _____ YES _____ NO
(e.g., solar panels, wind turbines, hydroelectric property)

If Yes, is the property _____ Owned _____ Leased

PLEASE SIGN, DATE, AND RETURN THIS FORM TO DOUGLAS COUNTY ASSESSOR

MAIL: 301 Wilcox St, Castle Rock, CO 80104 | EMAIL: bpp@douglas.co.us

"I declare, under the 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.

SIGNATURE OF OWNER _____ DATE _____

SIGNATURE OF AGENT _____ DATE _____

PRINT NAME OF PERSON SIGNING _____ TITLE _____

PHONE NUMBER: _____ Email Address: _____

Federal Employer Identification Number or Social Security Number: _____