



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 FOR COMMERCIAL PERSONAL PROPERTY LESSOR SCHEDULE

**SECTION A - NAME AND ADDRESS:**

Make any corrections to the preprinted name/address.

**PHYSICAL PROPERTY LOCATION:**

If not preprinted, provide the actual physical location of the Personal Property and a list of locations where other Personal Property is owned.

**SECTION B - BUSINESS:**

Specifically state what your business does and the primary product or service provided.

In accordance with 39-3-119.5, C.R.S. Business equipment is defined as all equipment located within the county's boundaries. You are not required to file this declaration if the total actual value (market value) of your Personal Property in the county is \$50,000 or less. First time filers with a value less than \$50,000 are encouraged to submit the declaration, to ensure no taxes will be assessed.

"CONSUMABLE PERSONAL PROPERTY EXEMPT FROM TAXATION": Pursuant to 39-3-119, C.R.S., personal property items that are classified as "consumable" as defined in ARL Chapter 2, Section V, 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 taxes, and freight expenses.

DISPOSITION OF PROPERTY FOR CONTRACTS TERMINATED DURING PREVIOUS YEAR: Provide information on the location of property for the leases that were terminated in the previous year. You may use the form provided or attach a complete listing.

COMPLETE ALL BLANKS AND PROVIDE SEPARATE LISTINGS IF APPLICABLE.

MANUFACTURER/LESSORS: Please read the statements included in this section. Items that were leased during the previous calendar year but that have been returned to the manufacturer for scrapping, substantial reconditioning, renovating, or remanufacture must be reported to the Assessor for the assessment year following the year in which the items were put back into service.

LESSORS OF MOTOR VEHICLES OR SPECIAL MOBILE MACHINERY OR EQUIPMENT: If you are a lessor of unlicensed motor vehicles or special mobile machinery or equipment, please provide a complete list. Attach a separate sheet if necessary.

**PLEASE DIRECT ANY QUESTIONS ABOUT COMPLETING THIS FORM TO THE DOUGLAS COUNTY ASSESSOR'S OFFICE  
telephone 303-660-7448 | email [bpp@douglas.co.us](mailto:bpp@douglas.co.us)**

**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 value 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.

IS THERE ANY RENEWABLE ENERGY PROPERTY AT THIS LOCATION? \_\_\_\_\_YES \_\_\_\_\_NO  
(e.g., solar panels, wind turbines, hydroelectric property)

If yes, please provide the location(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE SIGN, DATE, AND RETURN THIS FORM TO DOUGLAS COUNTY ASSESSOR  
MAIL: 301 Wilcox St, Castle Rock, CO 80104 | EMAIL: [bpp@douglas.co.us](mailto: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: \_\_\_\_\_

**RETAIN A COPY FOR YOUR RECORDS**