

**2026 LESSOR PERSONAL PROPERTY  
 DECLARATION SCHEDULE**

Any changes of Name, Address, Furniture, or Equipment may be made directly to this form

<b>BUSINESS NAME</b>	<b>ACCOUNT NUMBER</b> <b>P0</b>	<input type="checkbox"/> <b>CHECK HERE IF THERE ARE NO CHANGES FROM LAST YEAR'S DECLARATION SCHEDULE. PLEASE SIGN, DATE, AND RETURN THIS FORM TO DOUGLAS COUNTY ASSESSOR, 301 WILCOX ST, CASTLE ROCK, CO 80104</b>
<b>SECTION A: OWNER NAME AND MAILING ADDRESS (indicate any changes)</b>		
<b>PHYSICAL LOCATION OF THE BUSINESS (indicate any changes)</b>		<b>SECTION B: Product or Service</b>  <hr/>

**BUSINESS STATUS (Please check the appropriate boxes ONLY)** - In accordance with 39-3-119.5, C.R.S., you are not required to file this declaration if the total actual value (market value) of your Personal Property in the county is \$56,000 or less. If you are a first-time filer or are unsure as to whether the total actual value of your Personal Property exceeds \$56,000, please contact the County Assessor. Whether or not you file a declaration schedule, the Assessor may select your business for an audit.

- New Business/Organization.** You must give a complete itemized listing of all leased Personal Property. Attach additional sheets if needed.
- Existing Business/Organization.** Indicate Additions and Deletions TO THE EQUIPMENT LIST.
- New Owner of Previously Existing Business/Organization.** You must give a complete itemized listing of all Personal Property acquired in the purchase. Include additions made prior to January 1.

PLEASE FURNISH A COMPLETE ITEMIZED LIST OF ALL FURNITURE, TOOLS AND EQUIPMENT LEASED TO BUSINESSES IN OUR COUNTY. SUBMIT ORIGINAL INSTALLED COST ONLY (NO DEPRECIATED VALUES).

**ATTACH ADDITIONAL SHEETS, IF APPLICABLE, FOLLOWING THE SAME FORMAT**

OFFICE USE ONLY	ITEM/ASSET DESCRIPTION INCLUDING NAME AND ADDRESS OF LESSEE, MAY INCLUDE- MOTOR VEHICLES, MOBILE MACHINERY OR EQUIPMENT	YEAR ACQUIRED	ORIGINAL INSTALLED COST	MONTH/YEAR PLACED IN USE	PURCHASED BY LESSEE	RETURNED TO LESSOR	DATE RETURNED OR PURCHASED

PLEASE COMPLETE THE FOLLOWING SECTION ( provide separate listings if applicable)

- If any of the declared leases are conditional sales contracts. If you checked this box, please attach a list of the conditional sales contract leases.
- If all of the declared leases are true leases. If you did NOT check this box, please explain why.
- If sales tax has been applied to the declared cost figures.

**\*PLEASE SIGN AND DATE THE NEXT PAGE OF THIS FORM**

**INSTRUCTIONS FOR COMMERCIAL PERSONAL PROPERTY LESSOR SCHEDULE**

**Due Date  
APRIL 15TH**

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

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, 38-5-108.5, 39-5-110, 39-5-113 through 117, 39-5-120 and 39-21-113(7), C.R.S.

**SECTION A - NAME AND MAILING 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 \$56,000 or less.

"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 locations(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.

**BUSINESS FEIN OR SSN:** \_\_\_\_\_

**PRINT NAME OF PERSON SIGNING :** \_\_\_\_\_

**TITLE OF PERSON SIGNING (IF AGENT, ATTACH LOA) :** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE NUMBER :** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RETAIN A COPY FOR YOUR RECORDS**