

## INSTRUCTIONS

As per CGS 12-63, the Assessor must determine the "present true and actual value" and in determining such value may use the accepted methods of comparable sales, cost less depreciation and income capitalization. Not all sections are applicable to every business. Please read the following instructions and complete all relevant sections.

### Who Should File --

All owners of taxable personal property.

### Declaration --

1. **Owners of:**
  - a. **Non-Connecticut registered motor vehicles**
  - b. **Horses, ponies and thoroughbreds**
  - c. **Mobile manufactured home** -not assessed as real estate
2. **Businesses, occupations, farmers, and professionals** need to complete: (Commercial and cost information is not open to public inspection)
  - Business Data (page 3).
  - Lessee's Listing Report (page 4).
  - Disposal, Sale or Transfer of Property Report (page 4).
  - Taxable Property Information (pages 5-7).
  - **Sign the Declaration of Personal Property Affidavit** on page 8.
3. **Lessors** need to complete: (Commercial and cost information is not open to public inspection)
  - Business Data (page 3).
  - Lessor's Listing Report (page 3).
  - Disposal, Sale or Transfer of Property Report (page 4).
  - Taxable Property Information (pages 5-7).
  - **Sign the Declaration of Personal Property Affidavit** on page 8.

### Filing Requirements --

1. The Personal Property Declaration must be filed annually on or before **November 1** (or the Monday following if November 1 falls on Saturday or Sunday) (CGS §12-42). Therefore, all declarations are due **Wednesday, November 1, 2023**.
2. A Personal Property Declaration not filed will result in a value determined by the Assessor from the best available information (CGS §12-53b).
3. **Declarations filed with "same as last year" are INSUFFICIENT** and shall be considered an incomplete declaration.
4. Pursuant to CGS 12-81(79) tangible personal property with an original value of not more than \$250 is exempt. However, this exemption shall not be applied for the first ten full assessment years following the assessment year in which the property was acquired. For such assets held 10 assessment years since acquisition, complete "Detailed Listing of Assets Orig Value ≤ \$250" report on Page 4. Also list total value of such exempt assets in "Reconciliation of Fixed Assets" box on Page 6.

### Penalty of 25% is applied --

1. When no declaration is filed or a declaration is not signed, a 25% penalty is applied to the assessment. [See 2. under Filing Requirements.]

2. When declarations are submitted after November 1 [See 1. under Filing Requirements] and an extension has **NOT** been granted (see Extensions) a 25% penalty is applied to the assessment. Returns mailed in must have a postmark (as defined in C.G.S. Sec 1-2a) of **Wednesday, November 1, 2023** [See 1. under Filing Requirements.] or before.
3. When an extension is granted (see Extensions) and the declaration is not filed by the extension deadline, a 25% penalty is applied to the assessment.
4. When omitted property is discovered, the 25% penalty is applied to the difference in the assessed value as determined by the results of the discovery and the assessment as determined by the originally filed declaration.

### Exemptions-

1. On page 7, check the box adjacent to the exemption you are claiming.
2. **Note** that several exemptions require an additional application to receive that exemption. Please download the form number noted from the Assessor's Office website. If not included with this declaration, the Manufacturers Machinery & Equipment Exemption Claim form & its itemized lists for Code 13 property along with all other exemption forms may be found online at **www.CanterburyCT.org/Assessor**.
3. The extension to file the Personal Property Declaration, if granted, may not apply to all required exemption applications and/or may require a late filing fee. Check with the Assessor.

### Signature Required --

1. The owners shall sign the declaration (page 8).
2. The owner's agent may sign the declaration, in which case the declaration must be duly sworn to or notarized.
3. Corporate officers signing for their corporations must have the returns properly sworn to or notarized or provide the Assessor with a statement bearing the corporate seal and signed by the corporate secretary setting out the office held by the signer of the declaration and dates office held.

### Extension --

The Assessor may grant a filing extension **for good cause** (CGS §12-42 & 12-81K). If a request for an extension is needed, you need to **request the filing extension in writing on or before November 1, 2023 (PA 19-210)**. Certain exemption applications may not be eligible for extension and/or require a late fee. Check with the Assessor.

### Audit --

The Assessor is authorized to audit declarations within 3 years of the date of the required filing. Substantial penalties are applicable if such an audit reveals property not declared as required by law (CGS §12-53).

**Before Filing Make Copies of Completed Declaration  
for Your Records!**

### Example of how to complete the tables on pages 5 and 6

How should the following be declared?

June 2022, you bought a desk for \$800 and a chair for \$200. You have a filing cabinet and printer that you bought 10 years ago for \$2000 that is being used in your business.

See the table to the right for the answer.

#16 - Furniture, fixtures and equipment			
Year Ending	Original cost, installation &	% Good	Depreciated Value
10-1-23		95%	
10-1-22	1000	90%	900
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior	2000	30%	600
Total	3000	Total	1500

**Assessor's  
Use Only**

#1	1500	
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