

**VERMONT BUSINESS PERSONAL PROPERTY REPORT TO BE
FILED WITH CITY ASSESSOR ON OR BEFORE APRIL 20TH**

CITY OF MONTPELIER, VERMONT 05602

CITY HALL, 39 MAIN STREET

(802) 223-9504

FAX (802) 223-9519

Please complete all sections of this report.

Name:

Tax Billing Address:

Location of Personal Property:

(For Assessor Use Only)

ASSESSED VALUE: _____

DIRECTIONS

1. List the cost and the year of purchase for all machinery, equipment, data processing equipment, furniture & fixtures as of April 1st on page 2.
2. Sign and return this form with any supporting documentation to the Assessor's Office.

VERMONT STATUTORY PROVISIONS

Title 32 - Section 3618, 4004, 4005, 4006 and 4084. The full text of these sections is available on the State of Vermont website: <http://legislature.vermont.gov/statutes/chapter/32>

Signature Required

I do solemnly swear (or affirm), under the pains and penalties of perjury, that to my knowledge and belief, the inventory herein by me subscribed is a full, true and correct list and description of all business personal property which should be set In the list to me.

For Assessor Use Only

Received this _____

day of _____, 20____.

Sign Here

Contact Person (Please Print)

Telephone Number

City Assessor

LIST ALL EQUIPMENT BY CATEGORY – Examples of Business Personal Property:

Machinery & Equipment (5 Year Life) – office machines, copiers, restaurant equipment, manufacturing equipment, phone systems, etc.
 Computer/Data Processing (4 Year Life) - computer hardware, printers, scanners, etc. *Software is not taxable.*
 Furniture & Fixtures (10 Year Life) – desks, chairs, file cabinets, tables, shelving, etc.
When equipment has been fully depreciated, 10% of the original cost is assessed for equipment still in use.

Description of Item	Your Cost New	Your Cost Used	Year Acquired	(For Assessor Use Only) ASSESSED VALUE

Are there any businesses that own personal property located at your place of business such as vending or video machines, water coolers, etc.? If yes, please list.

Please list below any leased, rented or loaned equipment located at your place of business *which you have not included with your report.*

Equipment Owner(s) Name

Mailing Address