

Town of Colchester
Assessor's Office
127 Norwich Avenue Suite 104
Colchester, CT 06415-1230

Address Service Requested

TO:

Colchester, Connecticut 2023 Declaration of Personal Property – Short Form DO NOT DISREGARD THIS FORM IT MUST BE FILED ANNUALLY WITH THE ASSESSORS OFFICE

Who Should File: All owners of taxable personal property. **If you no longer own the above noted business or personal property assessed in your name last year, you need to complete the AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS OR PROPERTY below** and return this declaration to the Assessor. **IF YOU DO NOT FILE, THE ASSESSOR MUST ASSUME THAT YOU ARE STILL OPERATING THE BUSINESS OR STILL OWN AND HAVE FAILED TO DECLARE YOUR TAXABLE PERSONAL PROPERTY.**

This form may NOT be used by utility companies, telecommunication companies, lessors, nor persons claiming manufacturing machinery and equipment (Codes 10 or 13). Full form must be filed instead of short form.

Complete: Complete the entire declaration. **WRITING "SAME AS LAST YEAR" IS NOT ACCEPTABLE.** Do not forget the **DISPOSAL, SALE OR TRANSFER OF PROPERTY AND ASSETS ORIG VALUE ≤ \$250 REPORT** and the **LESSEE'S LISTING REPORT** on Page 2 if applicable.

Signature Required: The owners shall sign the DECLARATION OF PERSONAL PROPERTY AFFIDAVIT (page 4). The owner's agent may sign the declaration, in which case the declaration must be duly sworn to or notarized.

Extension: The Assessor may grant a filing extension **for good cause** (CGS §12-42). If a request for an extension is needed, you need to contact the Assessor in writing by November 1 (or the Monday following if November 1 falls on Saturday or Sunday)

Penalty for late filing – Failure to file timely will result in a penalty equal to 25% of the assessment of the personal property. This declaration must be filed or USPS postmarked (as defined in C.G.S. Sec. 1-2a) no later than:

Wednesday, November 1, 2023

Colchester Assessor's Office M-F 8:30am-4:30pm Thursday until 7:00pm

Direct questions concerning declaration to the Assessor's Office at:

Phone 860-537-7205

Fax 860-537-1147

Email hcavanaugh@colchesterct.gov

Hand deliver or mail declaration to:

Town of Colchester
Assessor's Office
127 Norwich Avenue Suite 104
Colchester, CT 06415-1230

DO NOT SEPARATE FORM
Mutilated forms will be returned
For resubmission

Filing Check List:

- Read instructions
- Complete detailed itemized list
- Complete appropriate sections
- Complete exemption applications
- Complete disposed asset report page 2
- Corporations complete all of page 3
- Sign, date & witness as required on page 4
- Make a copy for your records
- Return by November 1, 2023

AFFIDAVIT OF BUSINESS TERMINATION OR MOVE OR SALE OF BUSINESS OR PROPERTY

I _____ of _____ at _____
Business or property owners name Business Name (if applicable) Street location
With regards to said business or property I do so certify that on _____ Date Said business or property was (indicate which one by circling):

SOLD TO:

Name Address

MOVED TO:

City/Town and State to where business or property was moved Address

TERMINATED: **Attach Bill of Sale or Letter of dissolution to this form and return it with this affidavit to the Assessor's office**

The signer is made aware that the penalty for making a false affidavit is a \$500.00 fine or imprisonment for one year or both.

Signature

Print name

LESSEE'S LISTING REPORT Lessee's Name _____ Pursuant to Connecticut General Statutes §12-57a all leased, borrowed, consigned, loaned, rented, or stored personal property not owned by you but in your possession as of the assessment date must be included on this form. Failure to declare, in the form and manner as herein prescribed, shall result in the presumption of ownership and subsequent tax liability plus penalties. Property you do not own that may be in your possession and must be reported includes (but is not limited to) dumpsters, gas/propane tanks, vending machines, water coolers, coffee machines.

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

- Yes No Did you dispose of any leased items that were in your possession on October 1, 2022? If yes, enter a description of the property and the date of disposition in the space to the right. _____
- Did you acquire any of the leased items that were in your possession on October 1, 2022? If yes, indicate previous lessor, item(s) and date(s) acquired in the space to the right. _____
- Is the cost of any of the equipment listed below declared anywhere else on this declaration? If yes, note year in the 'Year Included' row and list cost in the 'Acquisition Cost' row.

	Lease #1	Lease #2	Lease #3
Name of Lessor			
Lessor's address			
Lease Number			
Item description / Model #			
Serial #			
Year of manufacture			
Capital Lease	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lease Term – Beginning/End			
Monthly rent			
Acquisition Cost			
Year Included			

DECLARATION OF PERSONAL PROPERTY AFFIDAVIT

THIS FORM MUST BE SIGNED (AND IN SOME CASES WITNESSED) BEFORE IT MAY BE FILED WITH THE ASSESSOR.

AVOID PENALTY – **IMPROPERLY SIGNED DECLARATIONS REQUIRE A 25% PENALTY**

COMPLETE SECTION A OR SECTION B

Section A

OWNER I DO HEREBY declare under penalty of false statement that all sections of this declaration have been completed according to the best of my knowledge, remembrance, and belief; that it is a true statement of all my personal property liable to taxation; and that I have not conveyed or temporarily disposed of any estate for the purpose of evading the laws relating to the assessment and collection of taxes as per Connecticut General Statutes §12-49.

- CHECK ONE OWNER PARTNER
 CORPORATE OFFICER MEMBER

Signature _____

Dated _____

Signature/Title _____

Print or type name _____

Section B

AGENT I DO HEREBY declare under oath that I have been duly appointed agent for the owner of the property listed herein and that I have full authority and knowledge sufficient to file a proper declaration for him/her in accord with the provisions of §12-50 C.G.S.

Agent's Signature _____

Dated _____

Agent's Signature /Title _____

Print or type agent's name _____

AGENT SIGNATURE MUST BE WITNESSED

Witness of agent's sworn statement

Subscribed and sworn to before me - _____

Dated _____

Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Commissioner of Superior Court

The Personal Property Declaration must be signed above and delivered to the Colchester Assessor or USPS postmarked (as defined in C.G.S. Sec. 1-2a) by Monday, November 1, 2023 –OR– a 25% Penalty as required by law shall be applied.