

Online filing at: www.townofstratford.com/pp

Assessor's Office, Town of Stratford
2725 Main Street
Stratford, CT 06615

ADDRESS SERVICE REQUESTED

Personal Property Declaration: October 1, 2019

IMPORTANT

All persons who, as of **October 1, 2019**, are conducting any type of business, or who are farmers, or who are owners of non-registered motor vehicle(s), or who are owners of non-Connecticut registered motor vehicle(s), or who are owners of horse(s), must complete and file this Personal Property Declaration no later than **November 1, 2019**.

This is the **required declaration** for the Town of Stratford, Connecticut.

This is your only notification to file by **November 1, 2019**.

Failure to file by **November 1, 2019** will result in a 25% penalty. Failure to sign as required will result in a 25% penalty.

**IF YOU HAVE CLOSED, MOVED (OUT OF STRATFORD) OR SOLD THIS BUSINESS,
PLEASE COMPLETE THE FORM ON PAGE 11.**

IMPORTANT INSTRUCTIONS FOR COMPLETING THIS DECLARATION ARE ON PAGE 2:

1. Read all the instructions on Page 2.
2. Complete all the appropriate sections of this Declaration.
3. Sign and have your signature, if required, notarized on Page 12.
4. Make a copy of your completed Declaration for your file.
5. Return the entire Declaration to our office on or before **November 1, 2019**.

Direct questions concerning this Declaration to the Assessor's Office: Telephone: 203-385-4025

Office hours: Monday through Friday, 8:00 am to 4:30 pm

Hand-deliver or mail this Declaration to: Assessor's Office, Town of Stratford, 2725 Main Street, Stratford, CT 06615

ORIGINALS ONLY - FAXED OR EMAILED COPIES NOT ACCEPTED

INSTRUCTIONS: All sections are **not** applicable to everyone. Read the following and complete **all** relevant sections of this Declaration.

WHO SHOULD FILE THIS FORM? All persons who, as of October 1, 2019, are:

1. Conducting **any** type of business;
2. Owners of horses;
3. Farmers;
4. Owners of non-registered motor vehicle(s);
5. Owners of non-Connecticut registered motor vehicle(s).

WHAT SHOULD BE DECLARED? All personal property items used (full or part-time) in the conduct of the business (include items donated, given to you or owned prior to starting your business), horses and/or non-registered motor vehicles.

HOW DO I COMPLETE THIS FORM?

Everyone must complete the BUSINESS QUESTIONNAIRE SECTION on page 3 and then:

1. Owners of Non-Connecticut registered motor vehicles, or non-registered motor vehicles must complete #09;
2. Owners of horses, ponies and thoroughbreds must complete #11;
3. Owners of mobile manufactured home(s), not assessed as real estate, must complete #14;
4. All those conducting a business (including farmers) must complete the BUSINESS QUESTIONNAIRE SECTION on page 3, the Taxable Property Information, pages 4 and 5 and the Lessee's Report on page 8, if you have any leased, borrowed, consigned, stored or rented equipment, in your possession; the Lessor's Report on page 9, if you have leased, consigned, loaned, or rented equipment to another and the Reconciliation of Assets on page 6, if you disposed of any property declared last year complete Detailed listing of Disposed Assets on page 7;
5. Lessor's complete the BUSINESS DATA SECTION on page 3, the Taxable Property Information on pages 4 and 5 and the Lessor's Report on page 9.

BUSINESS QUESTIONNAIRE? We are asking you to completely fill out this portion of the form so that we can better serve you. This page of the form will be shared with Economic Development and Fire/EMS services. If you have any questions regarding this information please call the Assessor's Office at 203-385-4025.

TAXABLE PROPERTY INFORMATION Your cost information is **confidential and not open to public inspection**. The original acquisition cost should include any additional charges for transportation and installation. The original acquisition cost less the standard depreciation will determine the depreciated cost. The total depreciated cost times 70% will determine the gross assessment for that particular category of personal property. Include all assets that may have been fully depreciated, written off, or charged to expensed but are still owned. Computerized filings are acceptable as long as all the information is reported in this prescribed format and attached to this form. If more space is needed, then attach additional pages to this Form.

IS A SIGNATURE REQUIRED?

The owners shall sign the declaration 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.

WHEN DOES THIS FORM HAVE TO BE FILED? The Declaration must be filed annually on or before **November 1, 2019**. The Declaration must either be hand-delivered, by 4:30 pm, to the Assessor's Office or have a U.S. postmark on or before **November 1, 2019**. See Penalties. All Declarations must be signed and/or notarized.

ARE THERE PENALTIES? When a Declaration is not signed and/or notarized, a 25% penalty is applied to the total assessment. When Declarations are filed after **November 1, 2019** and an extension has not been granted, a 25% penalty is applied to the total assessment. Mailed Declarations must have a U.S. postmark of **November 1, 2019** or before. When an extension is granted and the Declaration is not filed by the extension deadline, a 25% penalty is applied to the total assessment. 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. Declarations filed with "same as last year" are insufficient and shall be considered an incomplete declaration subject to a 25% penalty. A Declaration not filed shall result in a value determined by the Assessor plus a 25% penalty will be applied to the total assessment.

NOT IN BUSINESS? If, as of October 1, 2019, you closed, moved (out of Stratford), or sold the business noted on page 11, you must complete the form on page 11 and provide documentation as to the new owner, the date the business ceased or your new address. Otherwise, the Assessor must assume that you still own taxable personal property and have only failed to declare it. **Examples of documentation:** bill of sale, Letter of Dissolution, letter from your bank noting the date the account was closed, shipping invoices etc. See the Town of Stratford's website for more information: www.townofstratford.com

ANY EXEMPTIONS? On page 10 check the box next to the exemption(s) you are claiming. Some exemptions require an additional application in order to receive that exemption. Exemption applications are available on the town website. The extension to file the Declaration, if granted, does not apply to all required exemption applications. Check with the Assessor's Office. Failure to timely file for an exemption shall be considered a waiver of one's right to that exemption.

ANY EXTENSION? If an extension is needed, the owner or managing member must contact the Assessor in writing by **October 15, 2019**. The correspondence must state the reason for the extension and must demonstrate good cause. The decision to grant an extension is the sole responsibility of the Assessor or their designee. There is no appeal.

AN 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.

AN EXAMPLE OF HOW TO COMPLETE THE TABLES ON PAGES 4, 5 AND 6				
<p>How Should the Following Be Declared?</p> <p>June 2018, you bought a desk for \$800 and a chair for \$200. You have a filing cabinet and printer you bought about 10 years ago for \$2000 that is being used in your business.</p> <p>See The Table To The Right For The Answer</p>	16. Furniture, Fixtures and Equipment			
	Acquired	Original Cost	% Good	Depreciated Value
	10-1-2019		95%	
	10-1-2018	1000	90%	900
	10-1-2017		80%	
	10-1-2016		70%	
	10-1-2015		60%	
	10-1-2014		50%	
	10-1-2013		40%	
	Prior	2000	30%	600
Total	3000	Total	1500	

Business Questionnaire

Please check here if your **mailing** address has changed. _____

Owner of Business: _____

Name of Business: _____

Doing Business as: _____

Location of Business: Street Number _____ Street Name: _____

Business Phone Number: _____ Fax: _____ Cell: _____

Direct Questions to:

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Fax: _____ Email: _____

To better serve you and the economic needs of the community we ask that you completely fill out the information below.

Business Information

Type of Business: Manufacturer _____ Retail/ Mercantile _____ Professional _____
 Tradesman _____ Service _____ Wholesale _____
 Other _____

Description of Business: _____

Type of Product you sell or produce: _____

Type of Ownership (LLC, Incorporated etc): _____ IRS Activity Code _____

Is Business Public or Private company? (circle) If public, Gross Revenue of Business _____

How Many Employees work in your facilities in this town only? _____

Date Your business began? _____ Date your business began in town? _____

How Many Square feet does your business occupy in this town? _____

Do you own or lease the property you occupy? Own ____ Lease ____

Is this a home based business Yes ____ No ____

Are there any other businesses operating from your address? Yes ____ No ____

Name of other businesses at your location: _____

In case of an emergency our Fire and Police Departments may need to contact you.

Emergency Contact Information:

Contact 1 Name _____ Phone _____

Address _____ Cell _____

City State Zip _____

Contact 2 Name _____ Phone _____

Address _____ Cell _____

City State Zip _____

Contact 3 Name _____ Phone _____

Address _____ Cell _____

City State Zip _____

TAXABLE PROPERTY INFORMATION

09	MOTOR VEHICLES (NON-REGISTERED) Examples: campers, RV's, snowmobiles, trucks, passenger cars, tractors, off-road construction vehicles, etc even if not capable of being used and any vehicle garaged in Connecticut but registered in another state, or any vehicle not registered at all. If you are a farmer eligible for exemption under Section 12-91 CGS, then list tractors in code 17 and complete the M-28 Form on page 12.	Year	Make	Model	ID Number	Length/Width	Purchase Date/Price	Value	

10	MANUFACTURING MACHINERY/EQUIPMENT (NOT EXEMPT) Do not include manufacturing machinery or manufacturing equipment that is being claimed under Code #13 and on the M-65 Form. For 3 year property (e.g., tools, dies, jigs, patterns, etc) or 10 year or greater property (i.e., property that has a class life of more than 16 years).	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019		95%	
		10-1-2018		90%	
		10-1-2017		80%	
		10-1-2016		70%	
		10-1-2015		60%	
		10-1-2014		50%	
		10-1-2013		40%	
		Prior Years		30%	
Total		Total			

11	HORSES AND PONIES ONLY Eligible farmer, then complete the M-28 Form on page 12.	Breed	Age	Registered	Sex	Breeding/Show/Pleasure/Racing	Value	

12	COMMERCIAL FISHERMEN ONLY All fishing apparatus actually and exclusively used in a commercial fishing operation. Examples: fishing poles, nets, lobster pots, fish finders, etc. Do not include the vessel.	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019		95%	
		10-1-2018		90%	
		10-1-2017		80%	
		10-1-2016		70%	
		10-1-2015		60%	
		10-1-2014		50%	
		10-1-2013		40%	
		Prior Years		30%	
Total		Total			

13	MANUFACTURERS ONLY	Total Original Cost _____	Total Depreciated Cost _____
**Note Completed M65 application and detailed itemization list must accompany declaration			

14	MOBILE MANUFACTURED HOMES Only if not assessed as real estate.	Year	Make	Model	Bdrms/Baths	Length	Purchase Date/Price	Value

16	FURNITURE, FIXTURES & EQUIPMENT Examples: desks, chairs, tables, file cabinets, typewriters, calculators, copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machines, postage meters, cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitchen equipment, etc.	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019		95%	
		10-1-2018		90%	
		10-1-2017		80%	
		10-1-2016		70%	
		10-1-2015		60%	
		10-1-2014		50%	
		10-1-2013		40%	
		Prior Years		30%	
Total		Total			

17	FARMERS ONLY Farm machinery actually and exclusively used in the operation of a farm. Examples: tractors, harrows, bush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, dozers, backhoes, hydroponic farm equipment or aquaculture equipment, etc.	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019		95%	
		10-1-2018		90%	
		10-1-2017		80%	
		10-1-2016		70%	
		10-1-2015		60%	
		10-1-2014		50%	
		10-1-2013		40%	
		Prior Years		30%	
Total		Total			

18	FARMERS ONLY Farm tools actually and exclusively used in the operation of a farm. Examples: rakes, pitch forks, shovels, hoses, brooms, etc.	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019		95%	
		10-1-2018		90%	
		10-1-2017		80%	
		10-1-2016		70%	
		10-1-2015		60%	
		10-1-2014		50%	
		10-1-2013		40%	
		Prior Years		30%	
	Total		Total		

19	AUTOMOTIVE MECHANICS ONLY Mechanics tools actually and exclusively used in the automotive trade. Examples: wrenches, air hammers, jacks, sockets, etc. Do not include carpenter tools.	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019		95%	
		10-1-2018		90%	
		10-1-2017		80%	
		10-1-2016		70%	
		10-1-2015		60%	
		10-1-2014		50%	
		10-1-2013		40%	
		Prior Years		30%	
	Total		Total		

20	COMPUTERS ONLY Examples: computers, printers, peripheral computer equipment and any computer based equipment acting as a computer as defined under Section 168 of the IRS Code of 1986. Bundled software is taxable and must be included.	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019		95%	
		10-1-2018		80%	
		10-1-2017		60%	
		10-1-2016		40%	
		Prior Years		20%	
	Total		Total		

21	TELECOMMUNICATION COMPANIES ONLY If you are a DPUC regulated utility, check this box <input type="checkbox"/>	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019		95%	
		10-1-2018		90%	
		10-1-2017		80%	
		10-1-2016		70%	
		10-1-2015		60%	
		10-1-2014		50%	
		10-1-2013		40%	
		Prior Years		30%	
	Total		Total		

22	UTILITY COMPANIES ONLY Examples: cables, conduits, pipes, poles, towers, underground mains, wires, etc., of gas, heating, telephone companies, water and water power companies. Include items annexed to the ground (e.g., hydraulic car lifts, gasoline holding tanks, pumps, truck scales, etc.), as well as property used for the purpose of creating or furnishing a supply of water (e.g., pumping stations). If you are a DPUC regulated utility, check this box <input type="checkbox"/>	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019			
		10-1-2018			
		10-1-2017			
		10-1-2016			
		10-1-2015			
		10-1-2014			
		10-1-2013			
		Prior Years			
	Total		Total		

23	EXPENSED SUPPLIES The average monthly quantity of supplies normally consumed in the course of business ($a \div b = c$). Examples: stationery, post-it notes, typewriter ribbons, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies and maintenance supplies, etc). Any supply incorporated into a "for sale" item shall be considered inventory and as such exempt 12-81 (54).	a. Total expended	b. # of Months	c. Average Monthly

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 postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) no later than:

Friday, November 1, 2019
Stratford Assessor's Office Closes at 4:30 P.M.

24a	ALL OTHER TAXABLE PERSONAL PROPERTY All other goods, chattels, effects or taxable personal property, <u>except</u> video tapes, not previously mentioned or which does <u>not</u> fit into any of the other categories. Examples: machinery, equipment, vending machines, pinball machines, video games, signs, billboards, coffee makers, water coolers, leasehold improvements (i.e., improvements made by the lessee), carpenter's tools, landscape equipment, etc. List briefly: _____	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019		95%	
		10-1-2018		90%	
		10-1-2017		80%	
		10-1-2016		70%	
		10-1-2015		60%	
		10-1-2014		50%	
		10-1-2013		40%	
		Prior Years		30%	
		Total		Total	

24b	VIDEO TAPES/DVD'S ONLY Average number of video tapes on hand _____	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019		95%	
		10-1-2018		90%	
		10-1-2017		80%	
		10-1-2016		70%	
		10-1-2015		60%	
		10-1-2014		50%	
		10-1-2013		40%	
		Prior Years		30%	
		Total		Total	

24c	Solar Equipment/ Class I Renewable Energy/ Pollution Control Equipment Type of Equipment _____ For Pollution Control Equipment please attach certification form and list of equipment	Acquired	Original Cost	Percent Good	Depreciated Cost
		10-1-2019		95%	
		10-1-2018		90%	
		10-1-2017		80%	
		10-1-2016		70%	
		10-1-2015		60%	
		10-1-2014		50%	
		10-1-2013		40%	
		Prior Years		30%	
		Total		Total	

TAXABLE PROPERTY INFORMATION

1) All data reported should be:

- a) Actual acquisition costs including any additional charges or transportation and installation by year for each type of property described. These costs, less the standard depreciation as shown on the form will determine the net depreciated value.
- b) Include all assets that may have been fully depreciated, written off, or charged to expense but are still owned. Do not include disposed assets; disposed assets must be listed on the following page. If you fail to provide an accurate detailed disposed asset listing, values cannot be reconciled and will not be removed from your assessment history.

2) Reports are to be filed on an assessment year basis of October 1. Acquisitions between October 2 and December 31 apply to the new year. (i.e. acquisition made October 30, 2018 is reported in the year ending October 1, 2019).

3) Computerized filings are acceptable as long as all information is reported in prescribed format and attached to this form..

RECONCILIATION OF FIXED ASSETS *	
1. Assets declared last October 1, 2018	_____
2. Assets disposed of since last October 1, 2018 **	_____
	<small>** COMPLETE THE DETAIL LISTING OF DISPOSED ASSETS ABOVE</small>
3. Assets added since last October 1, 2018	_____
4. Assets declared this year October 1, 2019*	_____
Amount of equipment expensed last year	_____
Capitalization Threshold	_____
	<small>DOLLAR AMOUNT AT WHICH AN EXPENDITURE IS POSTED AS AN ASSET INSTEAD OF AN EXPENSE.</small>
* LINE 1 MINUS LINE 2 PLUS LINE 3 EQUALS LINE 4	

Online filing at: www.townofstratford.com/pp

DETAIL LISTING OF DISPOSED ASSETS

If you disposed of, sold or transferred a portion of the property included in last year's filing, then complete the following.

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED.

Date Removed	Property Class Code	Description of Item	Date Acquired	Acquisition Cost
			Total Disposed	

Do not include assets that may have been fully depreciated, written off, or charged to expense but are still owned, these assets must be declared on page 4, 5 or 6 unless these assets are no longer in your possession.

Online filing at: www.townofstratford.com/pp

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 postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) no later than:

**Friday, November 1, 2019
Stratford Assessor's Office Closes at 4:30 P.M.**

LESSEE'S REPORT

Lessee: One who leases from another person or company but for purposes of this report, also include all items leased, borrowed, consigned, loaned, rented, stored or any item(s) in your possession not owned by you.

Pursuant to §12-57a C.G.S., all items leased, borrowed, consigned, loaned, rented, stored or any items in your possession **not owned** by you, must be listed below. Failure to declare, in the form and manner as herein prescribed, shall result in the assumption that such property in the lessee's possession is owned by the lessee, who shall be liable for taxes and penalties. Property that you do not lease but which may be in your possession and must be reported may include (but is not limited to) dumpsters, gas/propane tanks, vending machines, water coolers, coffee machines, display stands or cases, display coolers, refrigerators, ATM's, photocopiers etc.

IMPORTANT If the cost of any equipment listed below is declared on page 4, 5 or 6, then the "On Page 4, 5 or 6" column below **must be completed.**



Lease Number	Leasing Company and/or Owner's Name AND MAILING ADDRESS	Item Description/ Model No.	Serial #	Year of Mfg.	Capital Lease (Yes/ No)	Lease Term Beg/End	Monthly Rent	Original Cost	On Page 4, 5 or 6	
									Table #	Year Included

FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION WILL RESULT IN ADDING THE ESTIMATED VALUE OF THE LEASED EQUIPMENT TO YOUR ACCOUNT

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 postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) no later than:

**Friday, November 1, 2019
Stratford Assessor's Office Closes at 4:30 P.M.**

LESSOR'S REPORT

Lessor: One who leases property to another but for purposes of this report, also include all items leased, rented, consigned or loaned to another.

IN ORDER TO AVOID A DUPLICATION OF ASSESSMENTS RELATED TO LEASED PROPERTY, THE FOLLOWING MUST BE COMPLETED.

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Computerized filings are acceptable only if all the requested information is reported in this format.

	Lessee #1	Lessee #2	Lessee #3
Name of Lessee			
Lessee's address			
Physical location of equipment			
Full equipment description			
Is equipment self manufactured			
Acquisition date			
Current commercial list price new			
Has this lease ever been purchased, assumed or assigned?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, specify from whom			
Date of such purchase, etc.			
If original asset cost was changed by this transaction, give details.			
Type of lease	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Conditional Sale
Lease Term: Begin and end dates			
Monthly contract rent			
Monthly maintenance costs if included in monthly payment above			
Is equipment declared on either the Lessor's or the Lessee's new manufacturing exemption application (M65)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Lessor <input type="checkbox"/> Lessee <input type="checkbox"/>

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

Phone 203- 385-4025

Fax 203- 385-4067

Hand deliver declaration to:

Town of Stratford
Assessor's Office
2725 Main St.
Stratford, CT

Mail declaration to:

Town of Stratford
Assessor's Office
2725 Main Street
Stratford, CT 06615

Check Off List:

- Read instructions on page 2
- Complete appropriate sections
- Complete exemption applications
- Sign & date as required on page 12
- Make a copy for your records
- Return by November 1, 2019

Notes: _____

This Personal Property Declaration must be signed and delivered to the Stratford Assessor or postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) by

Friday, November 1, 2019 A 25% Penalty required for failure to file as required.

Town of Stratford Personal Property Declaration Forms for October 1, 2019

TO BE FILED **NO LATER THAN NOVEMBER 1, 2019**

Total Depreciated Values <small>From page 4, 5 or Supplemental</small>	Property Codes and Descriptions			ASSESSOR'S USE ONLY
.00	#09	Non-registered or Non-Connecticut Registered Motor Vehicles	#09	
.00	#10	Manufacturing Machinery and Manufacturing Equipment (Not Exempt)	#10	
.00	#11	Horses and Ponies	#11	
.00	#12	Commercial Fishing Apparatus	#12	
.00	#13	Manufacturing Machinery & Manufacturing Equipment (Exempt)	#13	
.00	#14	Mobile Manufactured Homes	#14	
.00	#16	Furniture, Fixtures and Equipment	#16	
.00	#17	Farm Machinery	#17	
.00	#18	Farming Tools	#18	
.00	#19	Mechanics Tools	#19	
.00	#20	Computers	#20	
.00	#21	Telecommunications Equipment; Total of 21a, 21b, 21c and 21d	#21	
.00	#22	Cables, Conduits, Pipes, Poles, Towers, Underground Mains, Wires, etc.,	#22	
.00	#23	Expensed Supplies	#23	
.00	#24	All Other #24a #24b	#24	
.00	Sub Total		of all codes #09 through #24 above	Sub Total

ASSESSOR'S USE ONLY

Penalty (List Reason):		+ Penalty (25% Of Sub Total)	
		= Total Gross Assessment	
Exemption(s) See Below		- Total of All Exemptions	
		= Total Net Assessment	

CHECK THE BOX NEXT TO ANY EXEMPTION YOU ARE CLAIMING

Failure to timely file for an exemption shall be considered a waiver of one's right to that exemption.

THE ASSESSMENT EXEMPTIONS BELOW DO <u>NOT</u> REQUIRE A SEPARATE APPLICATION.	Code	OFFICE USE ONLY Exemption
<input type="checkbox"/> Mechanic's Tools (For automotive mechanics only); Code #19 on page 5; Up to \$500	JAA	
<input type="checkbox"/> Commercial Fishing Apparatus (For commercial fisherman only); Code #12 on page 4; Up to \$500	MPA	
<input type="checkbox"/> Horses/Ponies (For non-farm use only); Code #11 on page 4; Up to \$1000 per animal	IGA	
<input type="checkbox"/> Farming Tools (For farmers only); Code #18 on page 5; Up to \$500	IFA	
ALL OF THE ASSESSMENT EXEMPTIONS BELOW REQUIRE A SEPARATE APPLICATION AND/OR CERTIFICATE TO BE FILED WITH THE ASSESSOR BY NOVEMBER 1, 2019.	Code	OFFICE USE ONLY Exemption
<input type="checkbox"/> Water/Air Pollution Control Equipment Application and a copy of the CT DEP Certificate 117 and/or 124	H	
<input type="checkbox"/> Personal Property for Tax Exempt Organizations; Tax Exempt Application	K	
<input type="checkbox"/> Manufacturing and Biotechnology Machinery/Equipment; M-65 Application; Detailed Asset Listing; Code #13	U	
<input type="checkbox"/> Farm Machinery; M-28 Application on page 12; Code # 17 on page 4; Up to \$100,000	IEA	

**AFFIDAVIT
OF BUSINESS CLOSING OR SOLD OR MOVED (OUT OF STRATFORD)**

If as of October 1, 2019 you have closed, moved (out of Stratford) or sold the business noted on page 1, then you must complete, sign and return this affidavit with **supporting documentation** to the Assessor's Office no later than November 1, 2019.

I _____ of _____ at _____
Business owners name Business name (if applicable) Street location of business name shown

With regards to said business I do so certify that on _____ said business was (Please check one):

SOLD TO:

_____ Print Name Print Address (including street number, town or city, state and zip code)

TERMINATED

IF CLOSED, MOVED (OUT OF STRATFORD) OR SOLD, PLEASE ATTACH PROOF.

MOVED TO:

_____ Street Name and Number Town or City State Zip Code

The maker of a false affidavit/statement shall be subject to such fines, penalties and/or imprisonment as provided by law.

_____ Signature Print Name Date Signed

If your business has closed you will also need to include the following documents:

- Cancellation of Town of Stratford Trade Name (recorded with Town Clerk)
- Dissolution of business with State of Connecticut Secretary of State
- Letter from Bank noting date business closed

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 postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) no later than:

**Friday, November 1, 2019
Stratford Assessor's Office Closes at 4:30 P.M.**

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.

SEE PAGE TWO (2) FOR SIGNATURE REQUIREMENTS.

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 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

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

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 postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) no later than:

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