

Town of Ashford
Assessor's Office
5 Town Hall Rd.
Ashford, CT 06278

Return Service Requested

You are responsible for ensuring this declaration is received by the Assessor's Office. To avoid the 25% non-filing penalty, you must have the proof of mailing or receipt AND provide a copy of the declaration sent.

If you want a receipt upon delivery of the declaration (check one):

- a) _____ provide your email on the declaration,
- b) _____ include a self-addressed, stamped envelope,
- c) _____ obtain a Certificate of Mailing from the Post Office,
- d) _____ use Certified Mail.

The Town Hall is currently closed to the public. Offices are staffed Mon – Wed, 8:30 am – 3 pm.

YOU WILL NOT BE ABLE TO VIEW YOUR FILE IN PERSON. Information requests will be answered in order of receipt.

Contact the Assessor at 860-487-4403; 860-487-4432 (fax); or assessor@ashfordtownhall.org.

Ashford, Connecticut 2020 Declaration of Personal Property – Short Form

Filing Requirement – All resident owners of personal property located in Ashford on October 1, 2020 are required to file this declaration annually with the Assessor (Conn. Gen. Stat. §12-41). All non-resident owners of personal property located in Ashford on October 1, 2020 are required to file this declaration if the property was located in Ashford for at least 3 months since October 1, 2019 (Conn. Gen. Stat. §12-43).

Penalty for Late Filing, Improper Signature, Non-Filing and Omission of Data – There is a 25% penalty added to your assessment if:

- The Declaration is not received by or postmarked no later than Monday, November 2, 2020;
- The Declaration of Personal Property Affidavit on page 4 is not signed by the owner or the owner's agent, if duly sworn to or notarized;
- The Declaration is received on-time but property is omitted; or
- No Declaration is filed (Conn. Gen Stat. §12-41(e), §12-42).

The penalty CANNOT be removed by the Board of Assessment Appeals (Conn Gen Stat. §12-114, §12-119a). In addition, if the declaration is received late or not at all, there will be **NO EXEMPTIONS** (Conn. Gen Stat. §12-91d, §12-81(76)).

Extension – A request for a filing extension for good cause (§12-42) is possible if it is received on or before Monday, 11/2/2020. The request must be in writing or by email to assessor@ashfordtownhall.org.

DUE DATE: MUST HAVE A POSTMARK ON OR BEFORE Monday, November 2, 2020

If you no longer own the personal property assessed in your name or if you moved it out of Ashford - Complete the AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS below and return this declaration to the Assessor with proof of closure, move or sale. If you do not, the Assessor assumes you still own the property and failed to file.

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

I, _____ of _____ at _____
Business or property owner's name Business Name (if applicable) Street location in Ashford
with regards to personal property do so certify that on _____ said property was (circle one):
Date

Sold To: _____
Name Address

Moved To: _____
City/Town + State Address

Terminated: Attach Bill of Sale or Letter of Dissolution 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, imprisonment for one year or both.

Signature

Print Name

Phone Number

This form may NOT be used by utility companies, telecommunication companies, lessors, or persons claiming manufacturing machinery and equipment (Codes 10 or 13).

2020 PERSONAL PROPERTY DECLARATION – SHORT FORM SUMMARY SHEET

Commercial and financial information is not open to public inspection

List or Account # _____ Assessment date October 1, 2020
 Required return date: Monday, November 2, 2020

Owner's Name _____

Address _____ DBA _____

City/State/Zip _____ Street location of personal property in _____

Phone / Fax _____ / _____

E-mail _____

Description of business

#9 Motor Vehicles UNREGISTERED motor vehicles (e.g. trailers, trucks, passenger cars, tractors, off-road construction vehicles, campers, RV's, snowmobiles, etc.) including any vehicle garaged in Connecticut but registered in another state, or any such vehicle not registered at all. If you are a farmer eligible for the exemption under Sec. 12-91, list tractors in Code 17.

ASSESSOR'S
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Year	Make	Model	VIN or Serial No.	Length	GVW	Purchase Price	Date	Est. Current Value	Code	Assmt
									#9	

#11 Horses and Ponies - Exempt per Town of Ashford Ordinance adopted 11/15/2015 under PA 14-33

#14 Mobile Manufactured Homes if not currently assessed as real estate.

Year	Make	Model	Id. No.	Length	Width	Bedrooms	Baths	Value	Code	Assmt
									#14	

Property Code and Description

Property Code and Description	Net Depreciated Value from page 2	Code	Assmt
#12 - Commercial Fishing Apparatus. Used exclusively by a commercial fisherman in his business (e.g., fishing poles, nets, lobster pots, fish finders, etc.).		#12	
#16 – Furniture, Fixtures + Equipment. For all commercial, industrial, manufacturing, mercantile, trading and all other businesses and professions. Examples: desks, chairs, file cabinets, typewriters, calculators, copiers, business machines, mowers, forklifts, staging, telephones (including mobile telephones), partitions, shelving display racks, kitchen equipment, etc.		#16	
#17 - Farm Machinery. Used in the operation of a farm (e.g., tractors, harrows, bush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, aquaculture equipment, etc.).		#17	
#18 - Farming Tools. Hoes, rakes, pitch forks, shovels, hoses, brooms, etc.		#18	
#19 - Mechanics Tools. Wrenches, nail guns, drills, air hammers, jacks, sockets, etc.		#19	
#20 - Electronic Data Processing Equipment. Computers, printers, peripheral computer equipment and any equipment acting as a computer under Sec. 168 of the IRS Code of 1986. Bundled software and must be included.		#20	
#23 - Average Supplies. The average monthly expense on supplies normally consumed in the course of business (e.g., paper, post-it notes, toner, computer disks, paint, machine oil, medical + dental supplies, maintenance supplies, feed etc.)		#23	
#24 – All Other Goods, Chattels and Effects. Any other taxable personal property not previously mentioned or which does not fit into any of the other categories. (e.g. vending machines, signs, billboards, water coolers, leasehold improvements (other than realty), etc.).		#24	
Total Assessment – all codes #9 through #24	Subtotal >		
#25 – Penalty for failure to file as required by statute – 25% of assessment		#25	

Exemptions - Check box adjacent to the exemption you are claiming:

I – Mechanic's Tools - \$500 value M – Commercial Fishing Apparatus - \$500 value

I – Farming Tools - \$500 value

All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by the required return date

J – Water Pollution or Air Pollution control equipment – Connecticut DEP certificate required – provide copy

I – Farm Machinery \$100,000 value - Exemption application M-28 required annually

Total Net Assessment _____ **Assessor's Final Assessment Total >** _____

**Questions? Call Assessor's Office, 860-487-4403,
 860-487-4432(fax) or email assessor@ashfordtownhall.org**

LESSEE'S LISTING REPORT. Lessee's Name _____ Pursuant to Conn. Gen. Stat. §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, as requested on this form, shall result in the presumption of ownership and subsequent tax liability plus penalties. Property you do not lease that may be in your possession as part of a service agreement must also be reported, e.g., dumpsters, gas/propane tanks, vending machines, water coolers.

Yes No

- Did you dispose of any leased items that were in your possession on October 1, 2019? 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, 2019? 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 below 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- COMPLETE SECTION A OR SECTION B
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

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 MEMBER

Signature _____ **Dated** _____

 Signature/Title

Print Name _____

 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 CGS §12-50

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