

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

If you wish to view last year's declaration, YOU MUST MAKE AN APPOINTMENT. Email AshfordPP@ashfordtownhall.org or call 860-487-4403. The office is open Mon, Tues and Fri, 8:30 am – 3:00 pm and Wed, 10:00 am – 6:00 pm.

A fillable version and an Excel workbook of this form are available at <https://ashfordtownhall.org/document-category/assessors-office/>

Ashford, Connecticut

2021 Declaration of Personal Property – Long Form

Filing Requirement – All resident owners of personal property located in Ashford on October 1, 2021 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, 2021 are required to file this declaration if the property was located in Ashford for at least 3 months since October 1, 2020 (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 1, 2021;
- 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, 11/1/2021. The request must be in writing or by email to assessor@ashfordtownhall.org.

DUE DATE: MUST HAVE A POSTMARK ON OR BEFORE Monday, November 1, 2021

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

Ashford, Connecticut

2021 Declaration of Personal Property – Long Form

I N S T R U C T I O N S

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. **COMMERCIAL AND COST INFORMATION IS NOT OPEN TO PUBLIC INSPECTION.**

Not all sections are applicable to every business. Please read the following instructions and complete all relevant sections.

Who Should File a Declaration -

Owners of:

- a. **Unregistered motor vehicles** (A vehicle whose registration has expired; a vehicle registered out of state that most often leaves from, returns to or remains in Connecticut; a camp trailer, camper or motor home that is not registered in Connecticut; construction, excavation + grading equipment including bulldozers, tractors and paving; snowmobiles + ATVs).
- b. **Mobile manufactured home** -not assessed as real estate
- c. **Business owners, including corporations, farmers, professionals, d/b/a, self-employed, LLCs, partnerships.**
- d. **Lessors and lessees of personal property, regardless of their exemption eligibility.**

What Sections of the Declaration Should Be Completed -

Business Data, Lessor's and/or Lessee's Listing Report, Disposal, Sale or Transfer of Property Report, Taxable Property Information, Declaration of Personal Property Affidavit on page 8.

Filing Deadline –

DUE DATE: MUST HAVE A POSTMARK ON OR BEFORE
Monday, November 1, 2021

Exemptions-

1. On page 7, check the box adjacent to the exemption you are claiming.
2. **Note** that several exemptions require an additional application in order to receive that exemption. Please

request the form number noted from the Assessor’s Office. The Manufacturers Machinery & Equipment Exemption Claim form & its itemized lists for Code 13 property may be requested if not included with this declaration.

3. The extension to file the Personal Property Declaration, if granted, may not apply to all required exemption applications and 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.

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 2020, 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.

#16 - Furniture, fixtures and equipment			
Year Ending	Original cost, transportation & installation	% Good	Depreciated Value
10/1/21		95%	
10/1/20	1000	90%	900
10/1/19		80%	
10/1/18		70%	
10/1/17		60%	
10/1/16		50%	
10/1/15		40%	
Prior Yrs	2000	30%	600
Total	3000	Total	1500

**Assessor's
Use Only**

#16

2021 PERSONAL PROPERTY DECLARATION

Commercial and financial information is not open to public inspection

Round all figures to the nearest \$1.00

List or Account #: _____
 Owner's Name: _____
 DBA: _____
 Location (street & number) _____

Assessment date October 1, 2021
 Postmarked No Later Than 11/1/2021

BUSINESS DATA For businesses, occupations, professions, farmers, lessors *Answer all questions 1 through 12, writing N/A on lines that are not applicable.*

1. Direct questions concerning return to -

2. Location of accounting records -

Name _____
 Address _____
 City/State/Zip _____
 Phone / Fax () / () _____
 E-mail _____

3. Description of Business _____

4. How many employees work in your facilities in this town only? _____

5. Date your business began in this town? _____

6. Type of ownership: Corporation Partnership LLC Sole proprietor Other-Describe _____

7. Type of business: Manufacturer Wholesale Service Profession Retail/Mercantile Tradesman Lessor
 Other-Describe _____ IRS Business Activity Code _____

8. In the last 12 months was any of the property included in this declaration located in another Connecticut town for at least 3 months? If yes, identify by specific months, code, cost, and location(s). Yes No

9. Are there any other business operations that are operating from your address here in this town? If yes give name and mailing address. Yes No

10. Do you own tangible personal property that is leased or consigned to others in this town? If yes, complete Lessor's Listing Report (below) Yes No

11. Did you have in your possession on October 1st any borrowed, consigned, stored or rented property? If yes, complete Lessee's Listing Report (page 4) Yes No

LESSOR'S LISTING REPORT In order to avoid duplication of assessments related to leased personal property the following must be completed by Lessors: (Please note that property under conditional sales agreements **must** be reported by the lessor.) Computerized filings are acceptable as long as all information is reported in prescribed format.

	Lessee #1	Lessee #2
Name of Lessee		
Lessee's address		
Physical location of equipment		
Full equipment description		
Is equipment self-manufactured?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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"/>
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
Lease Term – Begin and end dates		
Monthly contract rent		
Monthly maintenance costs if included in monthly contract rent		
Is equipment declared on the Lessor's or the Lessee's manufacturing exemption application?	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"/>

List or Account#: _____

Assessment date October 1, 2021

Owner's Name: _____

# 9 – Motor Vehicles - Unregistered motor vehicles & vehicles garaged in Connecticut but registered in another state			
	VEHICLE 1	VEHICLE 2	VEHICLE 3
Year			
Make			
Model			
VIN			
Length			
Weight			
Purchase \$			
Date			
Value			

#10 – Manufacturing machinery & equipment not eligible under CGS 12-81 (76) for exemption			
Year Ending	Original cost, trans.& install.	% Good	Depreciated Value
10/1/21		95%	
10/1/20		90%	
10/1/19		80%	
10/1/18		70%	
10/1/17		60%	
10/1/16		50%	
10/1/15		40%	
Prior Yrs		30%	
Total		Total	

Assessor's Use Only

9
#10

#12 – Commercial Fishing Apparatus			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21		95%	
10/1/20		90%	
10/1/19		80%	
10/1/18		70%	
10/1/17		60%	
10/1/16		50%	
10/1/15		40%	
Prior Yrs		30%	
Total		Total	

#13 – Manufacturing machinery & equipment eligible under CGS 12-81(76) for exemption - must complete exempt claim.			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21		95%	
10/1/20		90%	
10/1/19		80%	
10/1/18		70%	
10/1/17		60%	
10/1/16		50%	
10/1/15		40%	
Prior Yrs		30%	
Total		Total	

#12
#13

#14 – Mobile Manufactured Homes if not currently assessed as real estate			
Year	#1	#2	#3
Make			
Model			
ID Number			
Length			
Width			
Bedrooms			
Baths			
Value			

#16 - Furniture, fixtures and equipment			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21		95%	
10/1/20		90%	
10/1/19		80%	
10/1/18		70%	
10/1/17		60%	
10/1/16		50%	
10/1/15		40%	
Prior Yrs		30%	
Total		Total	

#14
#16

#17 – Farm Machinery			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21		95%	
10/1/20		90%	
10/1/19		80%	
10/1/18		70%	
10/1/17		60%	
10/1/16		50%	
10/1/15		40%	
Prior Yrs		30%	
Total		Total	

#18 – Farm Tools			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21		95%	
10/1/20		90%	
10/1/19		80%	
10/1/18		70%	
10/1/17		60%	
10/1/16		50%	
10/1/15		40%	
Prior Yrs		30%	
Total		Total	

#17
#18

#19 – Mechanics Tools			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21		95%	
10/1/20		90%	
10/1/19		80%	
10/1/18		70%	
10/1/17		60%	
10/1/16		50%	
10/1/15		40%	
Prior Yrs		30%	
Total		Total	

# 20 -- Electronic data processing equipment In accordance with Section 168 IRS Codes Computers Only			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21		95%	
10/1/20		80%	
10/1/19		60%	
10/1/18		40%	
Prior Yrs		20%	
Total		Total	

#19 _____
#20 _____

#21a Telecommunication company equipment not technologically advanced –include previously coded #21c property with #21a			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21		95%	
10/1/20		90%	
10/1/19		80%	
10/1/18		70%	
10/1/17		60%	
10/1/16		50%	
10/1/15		40%	
Prior Yrs		30%	
Total		Total	

#21b Telecommunication company equipment technologically advanced–include previously coded #21d property with #21b			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21		95%	
10/1/20		80%	
10/1/19		60%	
10/1/18		40%	
Prior Yrs		20%	
Total		Total	

#21 _____

#22 – Cables, conduits, pipes, etc			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21			
10/1/20			
10/1/19			
10/1/18			
10/1/17			
10/1/16			
10/1/15			
Prior Yrs			
Total		Total	

# 23 - Expensed Supplies			
The average is the total amount expended on supplies since October 1, 2019 divided by the number of months in business since October 1, 2019.			
Year Ending	Total Expended	# of Month	Average Monthly
10-1-2021			

#22 _____
#23 _____

#24a – Other Goods - including leasehold improvements			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21		95%	
10/1/20		90%	
10/1/19		80%	
10/1/18		70%	
10/1/17		60%	
10/1/16		50%	
10/1/15		40%	
Prior Yrs		30%	
Total		Total	

#24b -- Rental Entertainment Medium			
Year Ending	Original cost, trans.& install	% Good	Depreciated Value
10/1/21		95%	
10/1/20		80%	
10/1/19		60%	
10/1/18		40%	
Prior Yrs		20%	
Total		Total	
	# of video		# of DVD
	# of music CD's		# of video
	24a and 24b	Total	

#24 _____

RECONCILIATION OF FIXED ASSETS - *Complete Detailed Listing of Disposed Assets –page 4

Assets declared 10/1/20 _____
 Assets disposed since 10/1/20 _____
 Assets added since 10/1/20 _____
 Assets costing ≤ \$250 + 10+yrs old _____
 Assets declared 10/1/2021 _____

Expensed equipment last yr _____
 Capitalization threshold _____

2021 PERSONAL PROPERTY DECLARATION – SUMMARY SHEET
Commercial and financial information is not open to public inspection.

Assessment date October 1, 2021
Required return date November 2, 2021

List or Account#: _____
 Owner's Name: _____
 DBA: _____
 Mailing address: _____
 City/State/Zip: _____
 Location (street & number) _____

Property Code and Description	Net Depreciated Value p. 5 & 6	ASSESSOR'S USE ONLY	
		Code	ASSESSMENTS
#9 Motor Vehicles UNREGISTERED motor vehicles (e.g. campers, RV's, snowmobiles, trailers, trucks, passenger cars, tractors, off-road construction vehicles, 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.		#9	
#10 - Machinery & Equipment Industrial manufacturing machinery and equipment (e.g., tools, dies, jigs, patterns, etc.). Include air and water pollution control equipment.		#10	
#11 Horses and Ponies Describe your horses and ponies. A \$1,000 assessment exemption per animal will be applied. If you are a farmer, the exemption may be 100% provided Form M-28 is filed with and approved by the Assessor.		#11	
#12 - Commercial Fishing Apparatus All fishing apparatus exclusively used by a commercial fisherman in his business (e.g., fishing poles, nets, lobster pots, fish finders, etc.). A \$500 value exemption will be applied.		#12	
#13 –Manufacturing machinery & equipment Manufacturing machinery and equipment used in manufacturing; used in research or engineering devoted to manufacturing; or used for the significant servicing or overhauling of industrial machinery or factory products and eligible for exemption under CGS 12-81 (76). (Formerly property Codes 13 & 15)		#13	
#14 Mobile Manufactured Homes if not currently assessed as real estate		#14	
#16 - Furniture & Fixtures Furniture, fixtures and equipment of all commercial, industrial, manufacturing, mercantile, trading and all other businesses, occupations and professions. 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.		#16	
#17 - Farm Machinery Farm machinery (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.), used in the operation of a farm.		#17	
#18 - Farming Tools Farm tools, (e.g., hoes, rakes, pitch forks, shovels, hoses, brooms, etc.).		#18	
#19 - Mechanics Tools Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).		#19	
#20 - Electronic Data Processing Equipment Electronic data processing equipment (e.g., 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, etc.). Bundled software is taxable and must be included.		#20	
#21 - Telecommunications Equipment Excluding furniture, fixtures, and computers, #21a includes cables, conduits, antennae, batteries, generators or any equipment not deemed technologically advanced by the Assessor. #21b includes controllers, control frames, relays, switching and processing equipment or other equipment deemed technologically advanced by the Assessor.		#21	
#22 - Cables, conduits, pipes, poles, towers (if not currently assessed as real estate), underground mains, wires, turbines, etc. , of gas, heating, or energy producing companies, 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).		#22	
#23 - Expensed Supplies The average monthly quantity of supplies normally consumed in the course of business (e.g., stationery, post-it notes, toner, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies and maintenance supplies, etc.).		#23	
#24 –All Other Goods, Chattels and Effects Any other taxable personal property not previously mentioned or which does not appear to fit into any of the other categories. (e.g. video tapes, vending machines, pinball games, video games, signs, billboards, water coolers, leasehold improvements .)		#24	
Subtotal Assessment – all codes #9 through #24>			
#25 – Penalty for failure to file as required by statute – 25% of assessment		#25	

Exemption - 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 **I** – Horses/ponies \$1000 assessment per animal

K – Municipal Leased **K**– Assets Orig. Cost ≤ \$250 & over 10 years old

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 DEEP certificate required – provide copy

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

U – Manufacturing Machinery & Equipment - Exemption claim required annually

Total Net Assessment

Assessor’s Final Assessment Total >

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

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

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

Phone 860– 487-4403

Fax 860– 487-4432

Email AshfordPP@ashfordtownhall.org

Mail declaration to:

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

Check Off List:

- Read instructions on page 2
- Complete appropriate sections
- Complete exemption applications
- Sign & date as required on page 8
- Make a copy for your records
- Postmarked by November 1, 2021