Who needs to file a Personal Property Declaration?

Connecticut General Statute §12-71 requires that all business owners with assets within the Town, are required to file a Personal Property Declaration with the Barkhamsted Assessor's Office. All residents and non-residents with a proprietorship, partnership, corporation, or are self-employed, must file a Declaration each year.

What is Personal Property?

Personal Property is considered all tangible property that can be touched or moved, such as equipment, furniture, and other actual possessions including all goods, chattels, effects or interest therein that are used to conduct business, as well as leasehold improvements. There are 3 Connecticut General Statues that help define personal Property:

1. Section §12-71 (a) defines personal property as "All goods, chattels and effects or any interest therein, including any interest in a leasehold improvement classified as other than real property,…"

2. Section §12-41 (c) "…shall include, but is not limited to, the following property: Machinery used in mills and factories, cables, wires, poles, underground mains, conduits, pipes and other fixtures of water, gas, electric and heating companies, leasehold improvements classified as other than real property and furniture and fixtures of stores, offices, hotels, restaurants, taverns, halls, factories and manufactures….nonpermanent modifications and attachments to commercial motor vehicles."

3. Section §12-71(f) (1) "Property subject to taxation under this chapter shall include each registered and unregistered motor vehicle and snowmobile that, in the normal course of operation, most frequently leaves from and returns to or remains in a town in this state, and any other motor vehicle or snowmobile located in a town in this state, which motor vehicle or snowmobile is not used or is not capable of being used." Notwithstanding (f) (3) "Any motor vehicle owned by a nonresident of this state shall be set in the list of the town where such vehicle in the normal course of operation most frequently leaves from and returns to or in which it remains…" Note, Sec. §12-81(82) includes exemption for snowmobiles.

How can I obtain a Personal Property Declaration?

During September of each year, Personal Property Declarations are available to each business owner from the Assessor's Office and on our website. If you do not receive a form by the end of the first week of October, please contact our office.

What do I need to declare on my Personal Property Declaration?

The Declaration should include a complete and accurate description of all personal property used to conduct your business as of October 1st. Examples include: office furniture and equipment such as desks, chairs, filing cabinets, computers, printers, copiers, postage machines, partitions, shelving, racks, displays, telephones (landlines or cell), fax machines, machinery, tools, leasehold improvements, etc.

Why are Leasehold Improvements listed on the Personal Property Declaration?

The term **Leasehold Improvement** refers to any improvement made by the lessee and are classified as either real or personal, depending on the nature of the upgrade. If improvements made are specific to a particular tenant, and are not reflected on the real property card, they should be declared on the Personal Property Declaration under Code #24a.

What about items that are fully depreciated?

If items are still owned by the business they should be declared, even items that have been fully depreciated for IRS purposes.

How is the Original cost determined?

The cost of the asset should be the cost of the item as new. This cost should be an arm length value that has been neither discounted nor determined by an auction sale. (Original cost, transportation & installation).

Following is an Example of how to complete the tables in the declaration.

How should the following be declared?

June 2024, you bought a desk for $300 and a chair for $80. In October 2024, you bought a display rack for $400. You have a filing cabinet you bought 10 years ago for $100 that is being used in your business. A friend gave you a used bookcase in February 2026 which you believe is worth $50.

See the table below for the answer

#16- Furniture, fixtures and equipment

Year Ending	Original Cost, transportation & installation ($)	% Good	Depreciated Value ($)
10-1-26	50	95%	48
10-1-25	400	90%	360
10-1-24	380	80%	304
10-1-23			
10-1-22			
10-1-21			
10-1-20			
PriorYrs	100	30%	30
Total	**930**	Total	**742**

May the Assessor change my assessment if I filed a declaration?

The Assessor may change any declaration, based on Section §12-55(b) "…The assessor or board of assessors may increase or decrease the valuation of any property as reflected in the last-preceding grand list, or the valuation as stated in any personal property declaration or report received pursuant to this chapter"

When are Declarations required to be filed?

All declarations are required to be filed by November 1st of each year.

Are extensions granted if I am unable to complete the Declaration in a timely manner?

The Assessor may grant an extension of up to 45 days for good cause. All requests for a filing extension must be submitted in writing to the Assessor prior to November 1st. The Assessor shall review the request and respond in writing with how many days have been approved or that the extension was denied.

What happens if I file my Declaration after November 1st?

Connecticut General Statutes Section §12-41(e)(1) "Any person who fails to file a declaration of personal property on or before the first day of November, or on or before the extended filing date as granted by the assessor pursuant to section 12-42 shall be subject to a penalty equal to twenty-five per cent of the assessment of such property"

What if I don't file a Declaration?

Connecticut General Statutes Section §12-42 "…If no declaration is filed, the assessors shall fill out a declaration including all property which the assessors have reason to believe is owned by the person for whom such declaration is prepared, liable to taxation, at the percentage of its actual valuation, as determined by the assessors in accordance with the provisions of sections §12-63 and §12-71, from the best information they can obtain, and add thereto twenty-five per cent of such assessment…" This assessment represents an estimate based on the value of businesses with similar equipment and assets. Being assessed does not alleviate your responsibility to file an accurate Declaration.

Does my signature need to be notarized?

If you are a sole proprietor or one of the partners of a simple partnership you do not need to have your signature notarized. If you are a member of LLC, LP, LLP, PC, Corp (Inc.), or a Type "S" you are required to have your signature notarized. Declarations that are not signed nor properly notarized will be subject to a 25% penalty being applied to the assessment.

What if I Closed, Moved or Sold my Business?

If you no longer have a business and would like it removed for the next Grand List year, complete the affidavit located on the front page of the declaration and one of the following will be required:

1. Certificate of dissolution from the Connecticut Secretary of State's Office that the business closed prior to 10/1/current year. (LLC's should be dissolved and be issued a certificate).

2. Letter from an accountant that the business has been dissolved prior to October 1st.

3. Letter from the Bank that the business accounts have been closed prior to October 1st.

4. A copy of the lease showing date expired and no longer leasing space as of October 1st.

If you moved your business please complete the affidavit and let us know where you moved. Failure to complete the affidavit will result in the Assessor assuming that you still own taxable personal property and have failed to declare it.

How do I Appeal my Assessment:

Request an appeal form from the Assessor's Office between February 1st and February 20th. The appeal form must be in the office by closing time on the 20th. Postmarks are not accepted for appeal forms.

If you did not file a declaration with the Assessor YOU ARE REQUIRED to file a declaration with the Board of Assessment and Appeals (BAA) otherwise they have no authority to change your assessment. The BAA will notify you with the date of your appeal.

TOWN OF BARKHAMSTED

Business Owner Information

Questions and Answers about Personal Property

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§12-41(c) "…Commercial or financial information in any declaration filed under this section shall NOT be open for public inspection…"

Information contained in this brochure should answer most of your questions pertaining to Personal Property. If you have any other questions that are not addressed please call our office and we will assist you.

ASSESSOR'S OFFICE
67 RIPLEY HILL RD
PLEASANT VALLEY, CT 06063

Office Hours:
Mon. - Thur. 8:30 am – 4:30pm
CLOSED Friday

PHONE 860-379-3600
FAX 860-379-9284

Website: www.Barkhamsted.us