



## INSTRUCTIONS

Idaho law requires the assessor to assess all personal property subject to taxation. Please fill out this declaration and return it to the assessor no later than the date stated on the form. (Please retain a copy for your records).

**A PERSONAL PROPERTY REPORT IS REQUIRED EACH YEAR EVEN IF THERE IS NO CHANGE FROM THE PRIOR YEAR.** The penalty for failure to list property is appraisal at **two** times the property's value for each year the property has escaped taxation. Refer to sections 63-205 (1), 63-205 (2), 63-302, 63-306, 63-311 (3), 63-1401, Idaho Code, for specific information regarding filing of the Personal Property Declaration, penalties for failure to file, etc.

Personal Property exemptions must be approved annually by the Ada County Board of County Commissioners (BOCC). If you are a religious, charitable, or educational organization, please report your property and contact the BOCC for your exemption application.

The following are instructions for listing taxable farm and commercial equipment (including leased equipment, manufactured homes, leasehold improvements, and tanks.)

### IN GENERAL:

1. Review all items of personal property previously reported and listed on the front of this form.
2. Cross out any items you no longer own. Indicate how and when they were disposed of (sold, salvaged, traded, destroyed, etc.).
3. Add any items you own that are not shown. Enter appropriate column information. Report all usable items owned, leased, or in your possession as of January 1, regardless of the depreciated status or whether the item has been expensed.
4. Unit Cost is the price for each piece of equipment.
5. Include installation costs and trade-in allowances in the Unit Cost price.
6. Do not include licensed vehicles or trailers.
7. Do not use group terms such as "miscellaneous" or "various."
8. If additional forms are needed, use the same format on a different sheet of paper.
9. **The Personal Property Department encourages electronic filing.** To report electronically you may save a file in the same format as below. Return your declaration on common media (floppy disk or CD-ROM) or e-mail it as an attachment to **[persprop@adaweb.net](mailto:persprop@adaweb.net)**

**COMMERCIAL EQUIPMENT:** List all personal property in the following categories:

**BUSINESS EQUIPMENT:** Furniture, fixtures, machinery, equipment, signs, libraries, tanks, computer hardware and software, and other items used by the business.

### LEASED EQUIPMENT:

1. If you are renting or leasing equipment **TO** others, you must attach a **separate** listing of the following: a) Name and address of lessee or renter; b) Itemized list of equipment; c) Date of lease or rental; d) installed cost or market value; e) Length of contract; and f) Monthly rental charge.
2. If you are renting or leasing equipment **FROM** others, you must attach a **separate** listing of the following: a) Name and address of company or person you are leasing from; b) Itemized list of equipment; c) Date of lease or rental; d) installed cost or market value; e) Length of contract; and f) Monthly rental charge.

**MANUFACTURED HOMES AND TRAVEL TRAILERS:** List if not registered as a recreational vehicle. Include trade name, manufacturer, dimensions, condition, and year built.

**TAXABLE FARM PERSONAL PROPERTY** – list all farm personal property **not used exclusively:** 1) in producing field crops, or 2) in grazing, feeding, or raising livestock, fur-bearing animals, fish, fowl, or bees to sell or use as part of a net profit making agricultural enterprise. (See example below.)

### EXAMPLE

QTY	DESCRIPTION	MAKE/MODEL	SERIAL NO. / REFERENCE NO.	PURCHASE MO/YEAR	ASSESSOR'S SCHEDULE	UNIT COST	TOTAL COST
1	Calculator	Sharp EL-2197	78/7996	10/88	20400	125	125
3	Swivel Chair, no-arms	Steel Case	None	06/88	20300	100	300
1	Sign, neon	Markham	None	05/83	25700	15,000	15,000
3	Video recorder	Panasonic	Unknown	07/89	26300	180	540
80	Video cassettes		None	10/98	26300	10	800
1	Welder	Miller	250MR7389	1995	29000	850	850
1	Tractor w/ Loader	John Deere		1998	8039	35,000	35,000
1	Fork Lift Attachment	Homemade	None	1981	28700	3,000	3,000