

1/2/2008

Dear Taxpayer:

The City of Saco's assessing department is requesting for you to provide a true and perfect yearly itemized inventory list of all your business's personal property (which was in your possession as of April 1, 2008). For your convenience, a personal property declaration form for you to complete is included on the reverse side of this letter. When completing this form, please include the details and do not indicate "the same as last year or no change" as we are requesting a yearly itemized listing. Per Maine Revised Statutes, Title 36, section 706, this notice is being directed to the last known address of the last known owner/taxpayer.

This letter is also being sent to taxpayers who own a park model located in Saco, Maine. For park model owners, we are requesting that you provide the make, model, year, serial number and purchase price for your park model.

In order for the assessing department to accurately assess your personal property, all personal property owned, and or leased by your business must be listed on the form provided on the reverse side of this letter. Personal property includes but is not limited to the following categories:

Furniture and Fixtures: Office furnishings such as desks, chairs, bookcases, file cabinets, tables and sofas. This category also includes fixtures specific to a business that may be attached to the real estate, but is generally removed when the business relocates.

Machinery and Equipment: Presses, tools, machining equipment, garage equipment, heavy-duty shelving and other machinery or manufacturing equipment, telephone equipment, typewriters, calculators, fax machines, copiers and other office items of this type, cargo trailers and any self propelled machinery that is not subject to excise tax.

Computer Equipment: CPU's, monitors, servers, network wiring, printers and other computer type equipment.

Signs: A business advertisement sign that require a city permit to display.

Park Models: Park model campers that are housed year round in the City of Saco, which if needed to be moved, would have to be done so by a professional moving company.

By law, per Maine Revised Statutes, Title 36, section 706, completing this form is not mandatory, however, once notice is given to the taxpayer by mail and the taxpayer does not furnish the list, he/she is barred of their right to make application to the assessor to appeal for any abatement of taxes, unless you are able to furnish a list with the application and can satisfy the assessor that you were unable to furnish a list at the time appointed. The appointed time to return this inventory list of your personal property is no later than May 1, 2008.

If your business did not incur any changes in personal property from the previous year, you are still requested to provide a current inventory list of all personal property on the reverse side of this letter. Please provide the information requested on the form for all new additions as well as any deletions of both owned and/or leased property so that our records can be updated. If there are several items to add or delete, you may send the list as an attachment accompanied along with this declaration. It is suggested that you keep a copy for your own records. Please be sure to sign, date and return this form to the assessing department no later than May 1, 2008.

On the reverse side of this letter, please fill in the following requested information per each item of personal property: description (the make and model), quantity, date placed in service, year new and the original cost (owned or leased by your business).

If your business closed, was sold or moved out of Saco prior to April 1, 2008, please provide the date of move or closure of the business on the reverse side so that our records may be updated.

The State of Maine provides two separate programs to business taxpayer's reference to personal property. Those programs are the **BETE**: Business Equipment Tax Exemption Program and the **BETR**: Business Equipment Tax Reimbursement Program. For more information regarding these programs, you may download the [bete & betr program](#) information link on the City of Saco's website under the Assessor webpage at www.sacomaine.org or you may visit the State of Maine website at www.maine.gov/revenue.

All requests for extensions to file a listing must be submitted in writing to the assessing department. If you have any questions or concerns, please contact the assessing office at 207-282-1611.

Sincerely,

Daniel H. Sanborn
City of Saco Assessor