



City of Saco, Maine

Assessor's Office  
300 Main Street  
Saco, ME 04072-1538

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January 2, 2012

Dear Taxpayer,

This letter is being sent to all business owners who have taxable business personal property located in Saco as of April 1. The City of Saco Assessor's Office requests you provide a true and perfect list of all your business personal property to the Assessor's Office no later than May 1<sup>st</sup>.

To assist you with your list, a form has been provided for you to complete, sign and date which is located on the reverse side of this letter. If your business did NOT add or delete any personal property since last April 1, please just notate "same as last year" on the form on the reverse side of this letter. If your business did add or delete personal property, please provide a complete updated list.

Due date extension requests must be made in writing to the Assessor's Office prior to the May 1<sup>st</sup> deadline. This letter is being sent to the last known owner and address per our records. If you received this letter in error, please notify the Assessor's Office to whom this notice should be directed to by calling 207-282-1611.

**What is personal property?** Personal property includes but is not limited to the following categories:

**Machinery & Equipment:** Presses, tools, machining equipment, garage equipment, heavy-duty shelving and other machinery or manufacturing equipment, telephone equipment, vending machines, televisions, amusement apparatuses, 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 equipment.


**Furniture & Fixtures:** Business 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.

**Signs:** Any business advertisement sign which requires a City permit to display.

**What happens if I fail to return a list to the Assessor's Office?** Per M.R.S.A Title 36, section 706, completing this form is not mandatory, however, once this 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). *Failure to return a list will require the Assessor's Office to estimate the value of your personal property.*

Lastly, the Assessor's Office would like to make you aware that the State of Maine provides two programs to personal property taxpayers called the (**Business Equipment Tax Exemption**) **BETE** program and the (**Business Equipment Tax Reimbursement**) **BETR** program. For more information on these programs, please visit the State of Maine website: <http://www.maine.gov/revenue/propertytax/homepage.html> or call 207-287-2013.

Sincerely,

  
Daniel F. Sanborn  
City of Saco Assessor

## PERSONAL PROPERTY DECLARATION FORM

(You may send your complete personal property list as an attachment if more room is needed.)

*If your business did not add or delete any personal property since last April 1, please write:  
"Same as Last Year".*

### **ADDITIONS:**

<u>Personal Property Type Description:</u> (Furniture & Fixtures, Machinery & Equipment, Computer Equipment, Signs, Park Models, Other etc.)	<u>Make/Model/Type:</u>	<u>Quantity:</u>	<u>Date placed in Service</u> (Day/month/year)	<u>Year New or Acquired:</u>	<u>Original Cost:</u>

### **DELETIONS:**

<u>Personal Property Type Description:</u> (Furniture & Fixtures, Machinery & Equipment, Computer Equipment, Signs, Park Models, Other etc.)	<u>Make/Model/Type:</u>	<u>Quantity:</u>	<u>Date placed in Service</u> (Day/month/year)	<u>Year New or Acquired:</u>	<u>Original Cost:</u>

### **LEASED EQUIPMENT:**

<u>Name &amp; Address of Owner:</u>	<u>Item Description:</u>	<u>Original Selling Price:</u>	<u>Date of Lease:</u>	<u>No. of Months:</u>	<u>Rent Per Month:</u>

If you moved your business out of Saco or sold it to another entity or the business closed prior to April 1, please indicate the date such action occurred to include any pertinent information using the space below. *Please be sure to sign and date this form and keep a copy for your records.*

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*I certify the information provided to the City of Saco Assessor's Office is true and correct to the best of my knowledge.*

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_