



CITY OF SACO, MAINE ASSESSOR'S OFFICE
300 MAIN STREET, SACO, ME 04072
PHONE: 207-282-1611 FAX: 207-282-8202

2020 PERSONAL PROPERTY SCHEDULE FORM

*Maine State Statute, Title 36, § 601 and 706-A: Notice to Furnish a True and Perfect List of all Property
Return to the Assessor's Office no later than May 1, 2020*

Please Note: If you do not file your personal property declaration by May 1, 2020 – your assessment will be estimated.

2/21/2020

Business Name:
Business Owner:
Mailing Address:
City:
State
Zip
Account #

Dear Personal Property Owner:

Enclosed, please find the instructions for filing your **2020 PERSONAL PROPERTY SCHEDULE FORMS** that you are required to file annually. PERSONAL PROPERTY includes items that are “personal” to the business. If these items are used to operate the business and can be removed from the real estate without substantially damaging the property, then it is PERSONAL PROPERTY. Return this form, and the asset list to the Assessor's Office by **May 1, 2020**.

PERSONAL PROPERTY ASSET LIST: (For minimum assets to declare, you can use the back of this form).

All our personal property asset forms can be downloaded at www.sacomaine.org/personal_property or you can email us at Assessor@sacomaine.org to request forms.

For processing accuracy and expediency, enter all asset information on our excel form and email to Assessor@Sacomaine.org; you will receive a confirmation email once we received your submission.

*Property asset list must be **full, true, and correct.***

BUSINESS INFORMATION CHANGES: *(Any changes to business information?)*

Owner Name:	
Business Name:	
Mailing Address:	
Business Location:	

MOVED OR OUT OF BUSINESS? If you relocated your business outside of Saco as of April 1, 2020, then state the effective date and the reason (moved, closed, never opened, different owner). Businesses that have stopped operation as of April 1, 2020, must have all assets removed from their location; any asset remaining at the place of business are subject to assessment and taxation. Business closed before April 1, 2020, but failed to notify the Assessor's Office by April 1, 2020, will be subject to assessment and taxation.

Effective Date: _____ Brief planation: _____

LEASING COMPANY NOT LOCATED IN SACO: Submit a complete list of all items leased to businesses/individuals located in Saco and situated as of April 1, 2020. It is **not** the responsibility of the Assessor to determine who owns the equipment, what the lease agreement states, or if the agreement has expired. If you have an agreement with the lessee that makes them responsible for the property tax, you must provide written verification.

HAVING CAREFULLY READ THE ABOVE, I HEREBY CERTIFY THAT THE INFORMATION REPORTED HEREIN IS COMPLETE, TRUE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Name: _____ **Signature:** _____
Phone No: _____ **Email:** _____
Date: _____ **Website:** _____

ITEMIZED LIST

The Assessor's Office is in the process of transitioning to electronic submission of annual asset list, by doing so, we can maximize accuracy and decrease turnaround time of processing your annual assessment. In turn, we hope to serve our business taxpayers better and give you more time to review your assessment before we commit and finalize the values.

For small and home businesses, pursuant to Title 36, Section 706-A, please provide a true and perfect list of all equipment and fixtures used in the operation of the business and which is in your possession as of April 1, 2020. For businesses with a larger and more detailed asset list, please download the excel file on our website: at www.sacomaine.org/personal_property and submit electronically if possible.

DIRECTIONS: **1.** List each item. **2.** Enter the month and year the item was acquired. **3.** If acquired used or homemade enter the year of the manufactured date. **4.** Original cost new. **5.** If the item was acquired used, was homemade by the owner or received free at no cost, enter the best-estimated value. **6.** Provide any additional notes or material as needed.

1. ITEM DESCRIPTION	2. DATE ACQUIRED Month / Year	3. YEAR OF MANUFACTURE	4. ORIGINAL COST NEW	5. ESTIMATED VALUE	6. ADDITIONAL INFORMATION

DO YOU LEASE ANY ITEMS USED AT THE BUSINESS? YES _____ NO _____

It is the responsibility of the lessor to pay the property tax on any property that they lease to you **unless** there is a contractual agreement that states that you are responsible for paying the property tax. If so, please provide the written agreement. Otherwise, answer the following questions so that we may bill the leasing company appropriately.

1. Leased Item:

Leasing Company: _____
 Company Mailing _____
 Address: _____
 Original Cost: \$ _____
 Monthly Payments: \$ _____

2. Leased Item:

Leasing Company: _____
 Company Mailing _____
 Address: _____
 Original Cost: \$ _____
 Monthly Payments: \$ _____

PERSONAL PROPERTY TAX RELIEF:

BETE (BUSINESS EQUIPMENT TAX EXEMPTION) – The application must be filed annually and is due with your asset schedule. For more information, reference Maine Revenue Services, Property Tax Bulletin No. 28: Business Equipment Tax Exemption at:
<https://www.maine.gov/revenue/forms/property/pubs/bull28.pdf>

BETR (BUSINESS EQUIPMENT TAX REIMBURSEMENT) – this program is available through the state, but the application begins with the assessor by filing a Form 801 as notification to file.

For more information on the **BETE** and **BETR** programs, visit:
<https://www.maine.gov/revenue/propertytax/propertytaxbenefits/bete.htm> or contact:

Maine Revenue Services
Property Tax Division
 P.O. Box 9106, Augusta, ME 04332
 Email: prop.tax@maine.gov
 Phone: 207-624-5600
 Fax: 207-287-6396