

# 2017 City of Hartford Declaration of Personal Property

**Filing Requirement** – This declaration must be filed with the Assessor of the city where the personal property is located. Declarations of personal property shall be made annually.

If you no longer own the noted business or personal property assessed in your name last year, you do not need to complete this declaration. You must, however, return this declaration to the Assessor and provide information related to the name of the new owner of the property or the date your business ceased or to where you moved the business (see Affidavit below). Otherwise, the Assessor must assume that you are still operating the business and still own and have failed to declare your taxable personal property.

<b>AFFIDAVIT OF BUSINESS CLOSING OR MOVE OR SALE OF BUSINESS OR PROPERTY</b>		
I _____ of _____ at _____ <small>Business or property owners name      Business Name (if applicable)      Street location in Hartford</small>		
With regards to said business or property I do so certify that on _____ Said business or property was (indicate which one by circling): <span style="margin-left: 100px;">Date</span>		
SOLD TO:	Name _____	Address _____
MOVED TO:	City/Town and State to where business or property was moved _____	Address _____
TERMINATED:	Attach Bill of Sale or Letter of dissolution to this form and return it with this affidavit to the Assessor's office	
The signer is made aware that the penalty for making a false affidavit is a \$500.00 fine or imprisonment for one year or both.		
_____ <small>Signature</small>	_____ <small>Print name</small>	

**Penalty for late filing** – Failure to file timely will result in a penalty equal to 25% of the assessment of the personal property. This declaration must be filed or postmarked (as defined in C.G.S. Sec 1-2a) no later than:

**November 1, 2017**

**Questions:** English: (860) 757-9646 Español (860) 757-9653

**City of Hartford  
Department of Finance  
Assessment Division  
550 Main Street  
Room 108  
Hartford, Connecticut 06103**



## OCTOBER 1, 2017 Declaration of Personal Property

### Address Service Requested

Account : <b>TO:</b>	Location :
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**Personal Property Schedule  
Lessor's Reporting  
Instructions**

**City of Hartford  
Assessor's Office  
550 Main Street  
Hartford CT 06103**

Enclosed please find your 2017 Personal Property Schedule. Please read the following instructions carefully before filing this return.

1. Our records indicate that as of October 1, 2017 your company owned Personal Property located in the City of Hartford. Section 12-58 of the *Connecticut General Statutes* states that personal property is taxable in the taxing jurisdiction where it is located and applies to both resident and non-resident owners.
2. This form must be completed properly and returned to the Assessor's Office before November 1st. **If not returned, the Assessor must estimate the amount of taxable property and add a 25% penalty.**
3. Any form submitted after November 1st will be subject to a 25% late penalty.
4. It is advisable to retain (1) copy of the form for your records.

**Taxable personal property includes all of the following:**

- a. Machinery and Equipment - All machinery and equipment which is not permanently attached to real property and is essential and necessary in the operation of the business.
- b. Office Furniture and Fixtures - Any desk, chair, table, filing cabinet, bookcase, typewriter, calculator, cash register, lamp, coat rack, etc
- c. Copiers, Fax Machines, & Telephone Systems – Photocopier, fax machine, or telephone system. **IMPORTANT: Any equipment using this schedule, that is not specifically mentioned above must not have an IRS depreciable life of more than three years!**
- d. Computer Equipment - Any computer including network servers, workstations, personal computers, terminals, storage devices, printers, scanners, monitors and other computer peripheral and networking equipment. **IMPORTANT: Any equipment using this schedule must comply with the definition of a computer as indicated in Section 168 of the Internal Revenue Code of 1986, or subsequent corresponding code as may be amended AND NOT BE APPLICABLE TO ANY OTHER SCHEDULE SPECIFICALLY LISTED ON THIS FORM.**
- e. Other Assets - Any other taxable assets not specifically mentioned above including but not limited to construction equipment & trailers, food service equipment, mailing equipment, music systems, security systems, storage containers, trash containers, vending machines, water coolers, etc.

**ALL FIRMS, WHETHER THEY RETURN THIS FORM OR NOT ARE SUBJECT TO AUDIT BY THE ASSESSORS OFFICE.**

If you have any questions concerning this report, please contact the Hartford Assessor's office at (860) 757-9646 (Español (860) 757-9653).

Gail Gantick  
Chief Assessment Technician



Type of Ownership: (check one below)  
 \_\_\_\_\_ Corporation    \_\_\_\_\_ Partnership    \_\_\_\_\_ LLC  
 \_\_\_\_\_ Sole Proprietor    \_\_\_\_\_ Other (Describe) \_\_\_\_\_

Assessment Date: October 1, 2017  
 Return Date: November 1, 2017

**Section A -- Business Data** Description of Business: \_\_\_\_\_

	<i>Direct Questions To:</i>	<i>Location of Accounting Records:</i>
Name:	_____	_____
Address:	_____	_____
City/State/Zip:	_____	_____
Telephone Number:	_____	_____
FAX Number:	_____	_____

**Section B -- Lease & Rental Agreement Information**

Please list all equipment that was owned by you on lease, loan, consignment, storage or otherwise located in the City of Hartford on October 1, 2017; by lease number, lessee, description of equipment INCLUDING MODEL NUMBER, SERIAL NUMBER AND ANY PERTINENT FEATURE and include all information concerning the particular lease.

	Name & Address of Lessee	EQUIPMENT			Mo. Rent	Yr. Mfg.	Original Cost	Selling Price
		Description	Model#	Serial#				

\*DOES INDICATED MONTHLY RENT INCLUDE MAINTENANCE? YES [ ] NO [ ]

**Section C -- Taxable Property Information**

<b>#10 - Machinery &amp; Equipment</b>			
Year	Original cost with tax, freight & installation	% Good	Net Value
2017		95%	
2016		90%	
2015		80%	
2014		70%	
2013		60%	
2012		50%	
2011		40%	
Prior		30%	
Total			

<b>#16 - Furniture, Fixtures &amp; Equipment</b>			
Year	Original cost with tax, freight & installation	% Good	Net Value
2017		95%	
2016		90%	
2015		80%	
2014		70%	
2013		60%	
2012		50%	
2011		40%	
Prior		30%	
Total			

<b>#16A - Photocopiers, Fax Machines &amp; Telephone Systems</b>			
Year	Original cost with tax, freight & installation	% Good	Net Value
2017		95%	
2016		80%	
2015		60%	
2014		40%	
Prior		20%	
Total			

<b>#20 - EDP Equipment ONLY</b>			
Year	Original cost with tax, freight & installation	% Good	Net Value
2017		95%	
2016		80%	
2015		60%	
2014		40%	
Prior		20%	
Total			

<b>#21 - Telecommunication Equipment (Service Providers Only)</b>			
Excluding cables, conduits, antennae, towers, batteries, generators or any other equipment not deemed technologically advanced by the Assessor			
Year	Original cost with tax, freight & installation	% Good	Net Value
2017		95%	
2016		80%	
2015		60%	
2014		40%	
Prior		20%	
Total			

<b>#22 - Utility Equipment: Cables, Conduits, Poles, Towers, Mains, Wires, Solar Panels, &amp; Fuel Cells</b>			
Year	Original cost with tax, freight & installation	%	Net Book Value
2017			
2016			
2015			
2014			
2013			
2012			
2011			
Prior			
Total			

<b>#24 - All Other Goods, Chattels &amp; Effects</b>			
Year	Original cost with tax, freight & installation	% Good	Net Value
2017		95%	
2016		90%	
2015		80%	
2014		70%	
2013		60%	
2012		50%	
2011		40%	
Prior		30%	
Total			

DPUC Regulated Utilities Check Here \_\_\_\_\_

**On October 1, 2017, did you own any other personal property located in the City of Hartford either outright or through any third party leasing arrangement? Yes \_\_\_ No \_\_\_ if yes, explain: Attach separate sheet.**

**ALL INFORMATION ON THIS RETURN MAY BE SUBJECT TO AUDIT BY THE ASSESSOR OR HIS AGENT.**

**Affidavit**

I DO HEREBY declare under penalty of false statement that all sections of this declaration have been completed according to the best of my knowledge, remembrance and belief and is a true statement of all my personal property subject to taxation and that I have not misled the Assessor as to age, quantity and or quality .

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Please print name here

\_\_\_\_\_  
Phone #