

Town of Greenwich
Assessor's Office
PO Box 2540
Greenwich, CT 06836-2540

FIRST CLASS
U.S. POSTAGE PAID
GREENWICH 06836
PERMIT NO. 93

Address Service Requested

TO:

Greenwich, Connecticut 2008 Declaration of Personal Property – Short Form

Who Should File : All owners of taxable personal property. If you no longer own the above noted business or personal property assessed in your name last year, you need only to complete the AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS below and return this declaration to the Assessor. If you do not, the Assessor must assume that you are still operating the business or still own and have failed to declare your taxable personal property.

Complete: Complete the entire declaration. Writing "Same as last year" is not acceptable. Do not forget the DETAILED LISTING OF DISPOSED ASSETS REPORT (page 2) and the LESSEE'S LISTING REPORT (page 4).

Signature Required: The owners shall sign the DECLARATION OF PERSONAL PROPERTY AFFIDAVIT (page 4). The owner's agent may sign the declaration, in which case the declaration must be duly sworn to or notarized.

Extension: The Assessor may grant a filing extension *for good cause* (CGS §12-42). If a request for an extension is needed, you need to contact the Assessor in writing by **November 3**.

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:

Monday, November 3, 2008
Greenwich Assessor's Office
Closes at 3:30 P.M.

The following neighborhoods are commonly mistaken as separate municipalities, but for which property declarations should be submitted to the Town of Greenwich: Banksville, Byram, Chickahominy, Cos Cob, Glenville, Greenwich, North Mianus, Old Greenwich, Pemberwick, and Riverside.

Direct questions concerning declaration to the Assessor's Office at:

Phone 203- 622-6454

Fax 203- 618-7655

Hand deliver declaration to:

Town of Greenwich
Assessor's Office
101 Field Point Road
Greenwich, CT

Mail declaration to:

Town of Greenwich
Assessor's Office
PO Box 2540
Greenwich, CT 06836-2540

Check Off List:

- Read instructions
- Complete appropriate sections
- Complete exemption applications
- Complete disposed asset report
- Corporations complete all of page 3
- Make a copy for your records
- Sign, date & witness as required on page 4
- Return by November 3, 2008

AFFIDAVIT OF BUSINESS CLOSING OR MOVE OR SALE OF BUSINESS OR PROPERTY

I _____ of _____ at _____
Business or property owners name Business Name (if applicable) Street location in Greenwich

With regards to said business or property I do so certify that on _____ Date Said business or property was (indicate which one by circling):

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.

Signature _____

Print name _____

LESSEE'S LISTING REPORT Lessee's Name _____ Pursuant to Connecticut General Statutes §12-57a all leased, borrowed, consigned, loaned, rented, or stored personal property not owned by you but in your possession as of the assessment date must be included on this form. Failure to declare, in the form and manner as herein prescribed, shall result in the presumption of ownership and subsequent tax liability plus penalties. Property you do not lease that may be in your possession and must be reported includes (but is not limited to) dumpsters, gas/propane tanks, vending machines, water coolers, coffee machines.

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

- Yes No Did you dispose of any leased items that were in your possession on October 1, 2007? If yes, enter a description of the property and the date of disposition in the space to the right.
- Did you acquire any of the leased items that were in your possession on October 1, 2007? If yes, indicate previous lessor, item(s) and date(s) acquired in the space to the right.
- Is the cost of any of the equipment listed below declared anywhere else on this declaration? If yes, note year in the 'Year Included' row and list cost in the 'Acquisition Cost' row.

	Lease #1	Lease #2	Lease #3
Name of Lessor			
Lessor's address			
Lease Number			
Item description / Model #			
Serial #			
Year of manufacture			
Capital Lease	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lease Term - Beginning/End			
Monthly rent			
Acquisition Cost			
Year Included			

FARM MACHINERY, HORSES OR PONIES

M-28 Revised August 98
Approved by Commissioner of Agriculture

This application for exemption on all farm machinery, except motor vehicles as defined in Section 14-1, to the value of \$100,000, ponies or horses which are actually and exclusively used in farming, within the provisions of Section 12-91 of the General Statutes as amended **MUST BE FILED ANNUALLY BY OCTOBER 31ST** with the assessor or board of assessors of the municipality in which the property is located. Failure to file this application within the time limit prescribed shall be considered a waiver of the right to such exemption for the assessment year.

Have you filed, or do you intend to file, any application for exemption as provided under the above statute, in this or any other town or city, as trustee, as an individual farmer, or as a member of a group of farmers, partnership or family corporation, other than under the ownership contained in this application?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you derive at least \$15,000 in gross sales, or did you incur at least \$15,000 in expenses related to such farming operation during the previous calendar year?	<input type="checkbox"/>	<input type="checkbox"/>
Are the horses and ponies, and/or farm machinery kept within the State of Connecticut?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, list town(s):

I DO HEREBY declare in accordance with § 12-91 of the Connecticut General Statutes under penalty of perjury that the statements herein made by me are true according to the best of my knowledge and belief.

Date: _____ Signed: (owner(s) or trustee(s))
X

Subscribed and Sworn to before me: **X**
Date: _____ My commission expires _____

DECLARATION OF PERSONAL PROPERTY AFFIDAVIT

THIS FORM MUST BE SIGNED (AND IN SOME CASES WITNESSED) BEFORE IT MAY BE FILED WITH THE ASSESSOR.

AVOID PENALTY - NOTARIZE PERSONAL PROPERTY DECLARATION SIGNED BY AGENT.

OWNER 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; that it is a true statement of all my personal property liable to taxation; and that I have not conveyed or temporarily disposed of any estate for the purpose of evading the laws relating to the assessment and collection of taxes as per Connecticut General Statutes §12-49.

Owner's Signature _____ Dated _____
Owner's Signature (print owner's name on line below)

Print or type owner's name

CORPORATE OFFICER OR AGENT I DO HEREBY declare under oath that I have been duly appointed agent for the owner of the property listed above and that I have full authority and knowledge sufficient to file a proper declaration for him in accord with the provisions of §12-50 C.G.S.

Agent's Signature _____ Dated _____
Agent's Signature (print agent's name on line below)

Print or type agent's name

Witness of agent's sworn statement
Subscribed and sworn to before me - _____ Dated _____
Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Commissioner of Superior Court

The Personal Property Declaration must be signed above and delivered to the Greenwich Assessor or postmarked (as defined in C.G.S. Sec. 1-2a) by Monday, November 3, 2008 - a 25% Penalty required for