### COMPLETED DECLARATIONS CAN BE EMAILED TO: ASSESSOR@PORTLANDCT.ORG



# Portland, Connecticut 2023 Declaration of Personal Property

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

If you no longer own the above 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 have failed to declare your taxable personal property.

that you are still op	erating the business and have	failed to declare your taxable p	personal property.
	AFFIDAVIT OF BUSINESS	TERMINATION OR MOVE OF	R SALE OF BUSINESS OR PROPERTY
1	of		at
Business or proper	ty owners name	Business Name (if applicable)	Street location
With regards to sa	id business or property I do so o	ertify that on	Said business or property was (Please ⊠ appropriate box):
		Date	
SOLD TO:			
	Name		Address
☐ MOVED TO:			
	City/Town and State to where busine	ss or property was moved	Address
☐ TERMINATED:	Attach Bill of Sale or Le	etter of Dissolution to this form	and return it with this affidavit to the Assessor's office
The sic	mer is made aware that the nena	lty for making a false affidavit is	a \$500.00 fine or imprisonment for one year or both.
1110 319	no io mado aware mat me pene	inty for making a labe amazvit is	a 4000.00 iiilo of iiilphoofiilloit for one year of botti.
Signature		Pr	int name

**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 & as referenced in Sec. 12-41(d)) no later than:

Wednesday, November 1, 2023 Portland Assessor's Office

#### INSTRUCTIONS

As per CGS 12-63, the Assessor must determine the "present true and actual value" and in determining such value may use the accepted methods of comparable sales, cost less depreciation and income capitalization.

Not all sections are applicable to every business. Please read the following instructions and complete all relevant sections.

#### Who Should File --

All owners of taxable personal property.

#### Declaration -

- 1. Owners of:
  - a. Non-Connecticut registered motor vehicles
  - b. Horses, ponies and thoroughbreds
  - c. Mobile manufactured home -not assessed as real estate
- Businesses, occupations, farmers, and professionals need to complete: (Commercial and cost information is not open to public inspection)
  - Business Data (page 3).
  - Lessee's Listing Report (page 4).
  - Disposal, Sale or Transfer of Property Report (page 4)
  - Taxable Property Information (pages 5-7).
  - Sign the Declaration of Personal Property Affidavit on page 8.
- 3. **Lessors** need to complete: (Commercial and cost information is not open to public inspection )
  - Business Data (page 3).
  - Lessor's Listing Report (page 3)
  - Disposal, Sale or Transfer of Property Report (page 4)
  - Taxable Property Information (pages 5-7).

### Sign the Declaration of Personal Property Affidavit on page 8. Filing Requirements –

- The Personal Property Declaration must be filed annually on or before November 1 (or the Monday following if November 1 falls on Saturday or Sunday) (CGS §12-42).
- A Personal Property Declaration not filed will result in a value determined by the Assessor from the best available information (CGS §12-53b).
- 3. Declarations filed with "same as last year" **are INSUFFICIENT** and shall be considered an incomplete declaration.
- 4. Pursuant to CGS 12-81(79) tangible personal property older than 10 years with an original value of not more than \$250 is exempt. This exemption shall not be applied for the first ten full assessment years following the assessment year in which the property was acquired. Complete "Detailed Listing of Assets Orig Value ≤ \$250" report on Page 4. Also list total value of such exempt assets in "Reconciliation of Fixed Assets" box on Page 6.

#### Penalty of 25% is Applied -

- When no declaration is filed or a declaration is not signed, a 25% penalty is applied to the assessment. [See 2. under Filing Requirements.]
- When declarations are submitted after November 1 [See 1. under Filing Requirements] and an extension has NOT been granted (see Extensions) a 25% penalty is applied to the assessment. Returns mailed in must have a postmark (as

- defined in C.G.S. Sec 1-2a) of November 1 [See 1. under Filing Requirements.] or before.
- When an extension is granted (see Extensions) and the declaration is not filed by the extension deadline, a 25% penalty is applied to the assessment.
- 4. When omitted property is discovered, the 25% penalty is applied to the difference in the assessed value as determined by the results of the discovery and the assessment as determined by the originally filed declaration.

#### **Exemptions-**

- 1. On page 7, check the box adjacent to the exemption you are claiming.
- Note that several exemptions require an additional application in order to receive that exemption. Please request the form number noted from the Assessor's Office. The Manufacturers Machinery & Equipment Exemption Claim form & its itemized lists for Code 13 property may be requested if not included with this declaration.
- 3. The extension to file the Personal Property Declaration, if granted, may not apply to all required exemption applications and may require a late filing fee. Check with the Assessor.

#### Signature Required -

- 1. The owners shall sign the declaration (page 8).
- 2. The owner's agent may sign the declaration. In which case the declaration must be duly sworn to or notarized.
- Corporate officers signing for their corporations must have the returns properly sworn to or notarized; or provide the Assessor with a statement bearing the corporate seal and signed by the corporate secretary setting out the office held by the signer of the declaration and dates office held.

#### Extension -

The Assessor may grant a filing extension *for good cause* (CGS §12-42 &12-81K). If a request for an extension is needed, you need to *request the filing extension in writing on or before November 1* (or the Monday following if November 1 falls on Saturday or Sunday) *(PA 19-200)*.

#### Audit -

The Assessor is authorized to audit declarations, within 3 years of the date of the required filing. Substantial penalties are applicable if such an audit reveals property not declared as required by law (CGS §12-53).

## Before Filing Make Copies of Completed Declaration for your Records

#### Example of how to complete the tables on pages 5 and 6

How should the following be declared?

June 2022, you bought a desk for \$800 and a chair for \$200. You have a filing cabinet and printer that you bought 10 years ago for \$2000 that is being used in your business.

See the table to the right for the answer.

#16 - Furniture, fixtures and equipment			
Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22	1000	90%	900
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs	2000	30%	600
Total	3000	Total	1500

Assessor's Use Only

## **2023** PERSONAL PROPERTY DECLARATION Commercial and financial information is not open to public inspection



List or Account #: Owner's Name: DBA:		Daguina	ssessment date <b>October 1, 2023</b> ed return date <b>November 1, 2023</b>
Location (street & number)			
,	pations, professions, farmers, lessors <i>Answ</i>		n lines that are not applicable
·	s concerning return to -	2. Location of accounting	g records -
Name Address			
City/Otata/7in			
City/State/Zip Phone / Fax ( )	<u> </u>		1 ( )
3. Description of Business			
4. How many employees work in y	our facilities in this town only?		
<b>5.</b> Date your business began in thi	•		
	ur firm occupy at your location(s) in t	this town?	 Sq. ft.
	ration  Partnership LLC		
• • • • • • • • • • • • • • • • • • • •	acturer		
		IRS Business Activ	<del>_</del>
• In the Leat 40 meanths are a			Yes No
	f the property included in this declar entify by specific months, code, cost		it town
,	, ,	,	
<b>10.</b> Are there any other business of lf yes give name and mailing ac	perations that are operating from youngless.	ur address here in this town?	
If yes, complete Lessor's Listi	n on October 1 <sup>st</sup> any borrowed, con		
LESSOR'S LISTING REPORT IN	order to avoid duplication of assessmer	nts related to leased personal property the	ne following must be completed by
Lessors: (Please note that property und information is reported in prescribed form		e reported by the lessor.) Computerized	filings are acceptable as long as all
	Lessee #1	Lessee #2	Lessee #3
Name of Lessee			
Lessee's address			
Physical location of equipment			
Full equipment description			
Is equipment self manufactured?	Yes ☐ No ☐	Yes ☐ No ☐	Yes No No
Acquisition date			
Current commercial list price new			
Has this lease ever been purchased, assumed or assigned?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, specify from whom			
Date of such purchase, etc.			
If original asset cost was changed by this transaction, give details.			
Type of lease	□Operating □Capital □Conditional Sale	□Operating □Capital □Conditional Sale	□Operating □Capital □Conditional Sale
Lease Term – Begin and end dates			
Monthly contract rent			
Monthly maintenance costs if included			
in monthly payment above Is equipment declared on the Lessor's	Vec 🗆	Voc 🗆	Voc 🗆
or the Lessee's manufacturing	Yes ☐ Lessor ☐ Lessee ☐	Yes ☐ Lessor ☐ Lessee ☐	Yes ☐ Lessor ☐ Lessee ☐

List or Account#:			Assessment da	te October 1, 2023
Owner's Name:			Required return date	November 1, 2023
LESSEE'S LISTI		ecticut General Statutes §12-57a all leased, borr assessment date must be included on this form		
herein prescribed, si possession and mus	nall result in the presumption of owners to be reported includes (but is not limited	hip and subsequent tax liability plus penalties. If d to) dumpsters, gas/propane tanks, vending ma	Property you do not lease tl	nat may be in your
yes, en	ter a description of the property and the	in your possession on October 1, 2022? If a date of disposition in the space to the right.		
	acquire any of the leased items that wandicate previous lessor, item(s) and date	ere in your possession on October 1, 2022? te(s) acquired in the space to the right.		
☐ ☐ Is the c		v declared anywhere else on this declaration? If	yes, note year in the 'Year	Included' row and list
3334	Lease #1	Lease #2	L	ease #3
Name of Lessor				
Lessor's address				
Phone Number				
Lease Number				
Item description / Model #				
Serial #				
Year of manufacture				
Capital Lease	Yes ☐ No ☐	Yes No No	Yes	5 □ No □
Lease Term – Beginning/End				
Monthly rent				
Acquisition Cost				
Year Included				
Disposal, sale or trans Disposed Assets Rep this declaration. You	ort And Reconciliation Of Fixed Assets must, however, return to the Assessor and in this return. DO NOT INCLUDE I	REPORT  Id or transferred a portion of the property include on page 6. If you no longer own the business n this declaration along with the complete AFFIDADISPOSALS IN TAXABLE PROPERTY REPORESPOSED ASSETS COPY AND ATTACH ADDITED	oted on the cover sheet you AVIT OF BUSINESS CLOSING O TING SECTION.	u do not need to complete
Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost
		One V		
		S ORIG VALUE ≤ \$250 COPY AND ATTACH		
	Description of I	ting of assets purchased prior to 10/1/13 w	Date Acquired	Acquisition Cost
	Description of the		Date / toquilled	7 toquiotion oost
TAVABLE BRODER	TV NEODMATION			

- 1) All data reported should be:
  - Actual acquisition costs including any additional charges for transportation and installation by year for each type of property described. These costs, less the standard depreciation as shown on the form will determine the net depreciated value.
  - Include all assets that may have been fully depreciated, written off, or charged to expense but are still owned. Do not include disposed assets.
- 2) Reports are to be filed on an assessment year basis of October 1. Acquisitions between October 2 and December 31 apply to the new year. (i.e. acquisition made October 30, 2022 is reported in the year ending October 1, 2023).
- Computerized filings are acceptable as long as all information is reported in prescribed format.
- Do not include disposed assets. Disposals are used to reconcile last year's reporting with this year's reporting.

# 9 – Motor Vehicles Unregistered motor vehicles & vehicles garaged in Connecticut but registered in another state					
	VEHICLE 1	VEHICLE 2	VEHICLE 3		
Year					

	VEHICLE 1	VEHICLE 2	VEHICLE 3
Year			
Make			
Model			
VIN			
Length			
Weight			
Purchase \$			
Date			
Value			

#11 – Horses a	#11 – Horses and Ponies				
	#1	#2	#3		
Breed					
Registered					
Age					
Sex					
Quality					
Breeding					
Show					
Pleasure					
Racing					
Value					

### #13 – Manufacturing machinery & equipment eligible under CGS 12-81(76) for exemption - must complete exempt claim.

Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

	nt			
	Year	Original cost, trans-	%	Depreciated Value
	Ending	portation & installation	Good	Boprodiated value
	10-1-23		95%	
	10-1-22		90%	
	10-1-21		80%	
	10-1-20		70%	
	10-1-19		60%	
	10-1-18		50%	
	10-1-17		40%	
	Prior Yrs		30%	
	Total		Total	

#17 – Fa	#17 – Farm Machinery				
Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value		
10-1-23		95%			
10-1-22		90%			
10-1-21		80%			
10-1-20		70%			
10-1-19		60%			
10-1-18		50%			
10-1-17		40%			
Prior Yrs		30%			
Total		Total			

#10 – Manufacturing machinery & equipment not eligible
under CGS 12-81 (76) (MM&E) for exemption and any for
assets included on DECD EZ M47 form.

Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

#12 – Co	mmercial Fishing Appar	atus	
Year	Original cost, trans-	%	Depreciated Value
Ending	portation & installation	Good	
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

### #14 – Mobile Manufactured Homes if not currently assessed

as real estate			
	#1	#2	#3
Year			
Make			
Model			
ID Number			
Length			
Width			
Bedrooms			
Baths			
Value			

### Assessor's Use Only

#9	
#10	

#11	
#12	

	i
#13	
#14	

#16

#17

#18 – Far	m Tools		
Year	Original cost, trans-	%	Depreciated Value
Endina	portation & installation	Good	Depresiated value
10-1-23		95%	
10-1-22		90%	
10-1-21		80%	
10-1-20		70%	
10-1-19		60%	
10-1-18		50%	
10-1-17		40%	
Prior Yrs		30%	
Total		Total	

List or A	Account#:							nt date <b>Octob</b>	•
Owner'	s Name:						Required return	date <b>Novemb</b>	er 1, 2023
#19 – Me	echanics Tools			# 20 Ele	ectronic data processin	g eguipn	nent	] [	
Year	Original cost, trans-	%	Danna siata di Valor		•	0 1 1			
Ending	portation & installation	Good	Depreciated Value	in	accordance with Sec		8 IRS Codes		
10-1-23		95%			Compute	rs Only		<u> </u>	
10-1-22		90%		Year	Original cost, trans-	%			
10-1-21		80%		Ending	portation & installation	Good	Depreciated Value	<b> </b>	
10-1-20		70%		10-1-23		95%		-	
10-1-19		60%		10-1-22		80%		-	
10-1-18		50%		10-1-21		60%		- <b> </b>	
10-1-17		40%		10-1-20		40%		-   ""	
Prior Yrs		30%		Prior Yrs		20%		#19	
	ecommunication com		quipment not techno- y coded #21c property		ecommunication compa –include previously co			#20	
with #21a		CVIOUSI	y doddd 112 fo property	aavanoca	molade previously eet	404 //Z 10	property with #215		
Year	Original cost, trans-	%	Depresieted Value	Year	Original cost, trans-	%	Depresiated Value		
Ending	portation & installation	Good	Depreciated Value	Ending	portation & installation	Good	Depreciated Value	<u> </u>	
10-1-23		95%		10-1-23		95%		<u> </u>	
10-1-22		90%		10-1-22		80%		<u> </u>	
10-1-21		80%		10-1-21		60%		<b> </b>	
10-1-20		70%		10-1-20		40%		<b> </b>	
10-1-19		60%		Prior Yrs		20%		<b> </b>	
10-1-18		50%		Total		Total		-	
10-1-17		40%							
Prior Yrs		30%							
Total		Total			21a and 21b	Total		#21	
			Renewables, etc	# 23 - Exp	pensed Supplies				
Year	Original cost, trans-	% .	Depreciated Value		age is the total amount				
Ending	portation & installation	Good			, 2022 divided by the n	iumber o	f months in business		
10-1-23					ober 1, 2022.			-	
10-1-22				Year Ending	Total Expended	# of Months	Average Monthly		
10-1-21						Worters		-	
10-1-20				10-1-23				-	
10-1-19									
10-1-18 10-1-17									
Prior Yrs									
Total		Total						#22	
	ere if a PURA   or F	ERC [						#23	
#242 0	Other Goods - includin			#24b D	ental Entertainment Me	dium		#25	
Year	İ	y lease	 	Year	Original cost, trans-	%			
Ending	Original cost, trans- portation & installation	Good	Depreciated Value	Ending	portation & installation	Good	Depreciated Value		
10-1-23		95%		10-1-23		95%		-	
10-1-23		90%		10-1-23		80%		<b>1</b>	
10-1-21		80%		10-1-21		60%		<b>1</b>	
10-1-20		70%		10-1-20		40%		<b>1</b>	
10-1-19		60%		Prior Yrs		20%		]	
10-1-18		50%		Total		Total		<b>.</b>	
10-1-17		40%		· · · · · · · · · · · · · · · · · · ·	# of video tapes		# of DVD movies		
Prior Yrs		30%			# of music CD's		# of video games		
Total		Total			24a and 24b	Total		#24	
			RECONCILIATIO	N OF FIXED	ASSETS				
	Assets	declar	ed last October 1, 2022						
			ce last October 1, 2022	_		_			
	•		ce last October 1, 2022	+		_			
A			) & over 10 years old **			_			
. "			s year October 1, 2023	-					
			.,						
	Amount of	expens	ed equipment last year						
			Capitalization Threshold			_			
				*Compl	ete Detailed Listing of I	Disposed	I Assets –page 4		Page
					** Assets Orig Value	•	. •		i age

## **2023** PERSONAL PROPERTY DECLARATION — SUMMARY SHEET Commercial and financial information is not open to public inspection.

Assessment date October 1, 2023

List or Account#:	Req	uired return date	Nove	ember 1, 2023
Owner's Name:		roperty Declarati		
DBA:		elivered or postm sday, November		
		Fortland, Asses		
Mailing address:		P.O. Box 71		
City/State/Zip:	P	ortland, CT 06480	)-0071	
Location (street & number)				Assessor's Use Only
Property Code and Description		Net Depreciated Value pages 5 & 6	Code	ASSESSMENTS
<b>#9 Motor Vehicles</b> UNREGISTERED motor vehicles (e.g. campers, RV's, snowmobiles, trailers, trucks, p tractors, off-road construction vehicles, etc.) including any vehicle garaged in Connecticut but registered in an such vehicle not registered at all. If you are a farmer eligible for the exemption under Sec. 12-91, list tractors	other state, or any		#9	
<b>#10 - Machinery &amp; Equipment</b> Industrial manufacturing machinery and equipment (e.g., tools, dies, jigs Include air and water pollution control equipment.	, patterns, etc.).		#10	
<b>#11 Horses And Ponies</b> Describe your horses and ponies. A \$1,000 assessment exemption per animal you are a farmer, the exemption may be 100% provided Form M-28 is filed with and approved by the Assessor			#11	
<b>#12 - Commercial Fishing Apparatus</b> All fishing apparatus exclusively used by a commercial fisherma (e.g., fishing poles, nets, lobster pots, fish finders, etc.). A \$500 value exemption will be applied.			#12	
<b>#13 –Manufacturing machinery &amp; equipment</b> Manufacturing machinery and equipment used in man research or engineering devoted to manufacturing; or used for the significant servicing or overhauling of industratory products and eligible for exemption under CGS 12-81 (76). (Formerly property Codes 13 & 15)			#13	
#14 Mobile Manufactured Homes if not currently assessed as real estate			#14	
#16 - Furniture & Fixtures Furniture, fixtures and equipment of all commercial, industrial, manufacturing and all other businesses, occupations and professions. Examples: desks, chairs, tables, file cabinets, typev copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machine cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitchen events.	writers, calculators, es, postage meters,		#16	
#17 - Farm Machinery Farm machinery (e.g., tractors, harrows, bush hogs, hay bines, hay rakes, balers, milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, aquac etc.), used in the operation of a farm.	corn choppers,		#17	
#18 - Farming Tools Farm tools, (e.g., hoes, rakes, pitch forks, shovels, hoses, brooms, etc.).			#18	
<b>#19 - Mechanics Tools</b> Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).			#19	
#20 - Electronic Data Processing Equipment Electronic data processing equipment (e.g., computers computer equipment, and any computer based equipment acting as a computer as defined under Section 168 1986, etc.). Bundled software is taxable and must be included.			#20	
<b>#21 - Telecommunications Equipment</b> Excluding furniture, fixtures, and computers, #21a includes cal antennae, batteries, generators or any equipment not deemed technologically advanced by the Assessor. #2 controllers, control frames, relays switching and processing equipment or other equipment deemed technolog the Assessor.	1b includes		#21	
<b>#22 - Cables, conduits, pipes, poles, towers</b> (if not currently assessed as real estate), <b>undergrouturbines, Class I Renewables, etc.,</b> of gas, heating, or energy producing companies, telephone compawater power companies. Include items annexed to the ground (e.g., hydraulic car lifts, gasoline holding tanks scales, etc.), as well as property used for the purpose of creating or furnishing a supply of water (e.g., pump	inies, water and s, pumps, truck ing stations).		#22	
<b>#23 - Expensed Supplies</b> The average monthly quantity of supplies normally consumed in the course of stationery, post-it notes, toner, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, rulers and maintenance supplies, etc.).			#23	
<b>#24 – Other All Other Goods, Chattels and Effects</b> Any other taxable personal property not previously modes not appear to fit into any of the other categories. (e.g. video tapes, vending machines, pinball games, video billboards, coffee makers, water coolers, <b>leasehold improvements</b> .			#24	
Total Assessment – all codes #9 through #24	Subtotal >			
#25 – Penalty for failure to file as required by statute – 25% of assessment			#25	
Exemption - Check box adjacent to the exemption you are claiming:			#23	
I – Farming Tools - \$500 value I – Horses/ponies \$1000 assessment per animal	☐ I – Mechanic's	Tools - \$500 value		
☐ <b>K</b> – Municipal Leased ☐ <b>M</b> – Commercial Fishing Apparatus - \$500 value		·		
All of the following exemptions require a separate application and/or certificate to be filed with the date				
G & H – Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption		required annually		
<ul> <li>I − Farm Machinery \$100,000 assessment - Exemption application M-28 required ann</li> <li>J − Class I Renewable - Exemption Application required.</li> </ul>	ually			
☐ J - Water Pollution or Air Pollution control equipment – Connecticut DEEP certificate re	equired – provide c	opy		
U – Manufacturing Machinery & Equipment - Exemption claim required annually		. ,		
Total Net Assessment Assessor	r's Final Asse	essment Total >		

	_	Required return date <b>November 1, 2</b>
D-	OLABATION OF REPOONAL PROPER	TV AFFIDAVIT
	CLARATION OF PERSONAL PROPER'SIGNED (AND IN SOME CASES WITNESSED) BEFORE IT	
	TY - IMPROPERLY SIGNED DECLARATIONS F	REQUIRE A 25% PENALTY
	COMPLETE SECTION A OR SECTION	ON B
completed according to the best personal property liable to taxat	of my knowledge, remembrance, and ion; and that I have not conveyed or	t all sections of this declaration have been I belief; that it is a true statement of all my temporarily disposed of any estate for the If taxes as per Connecticut General Statutes
	EE PAGE TWO (2) FOR SIGNATURE REQ	UIREMENTS.
	NER PARTNE	
COF	RPORATE OFFICER   MEMBER	₹
Signature		Dated
	Signature/Title	
	Print or type name	
	Print or type name	
Agent's Signature	o file a proper declaration for him in accord with	the provisions of §12-50 C.G.S.  Dated
	Agent's Signature /Title	
	Print or type agent's name	TESSED.
Witness of agent's sworn statement	Print or type agent's name  AGENT SIGNATURE MUST BE WITN	IESSED
Witness of agent's sworn statement Subscribed and sworn to before me -		JESSED Dated
Subscribed and sworn to before me -	AGENT SIGNATURE MUST BE WITN staff member, Town Clerk, Justice of the Peace, Notary	Dated
Subscribed and sworn to before me -	AGENT SIGNATURE MUST BE WITN	Dated
Subscribed and sworn to before me -  Circle one: Assessor or	AGENT SIGNATURE MUST BE WITN  staff member, Town Clerk, Justice of the Peace, Notary Court	Dated
Subscribed and sworn to before me -  Circle one: Assessor or	AGENT SIGNATURE MUST BE WITN staff member, Town Clerk, Justice of the Peace, Notary	Dated
Subscribed and sworn to before me -  Circle one: Assessor or  Direct questions concerning declar	AGENT SIGNATURE MUST BE WITN  staff member, Town Clerk, Justice of the Peace, Notary Court	Dated or Commissioner of Superior
Subscribed and sworn to before me -  Circle one: Assessor of  Direct questions concerning declar  property is located at:	AGENT SIGNATURE MUST BE WITN  staff member, Town Clerk, Justice of the Peace, Notary Court  aration to the Assessor's Office where	Dated or Commissioner of Superior  Check Off List:
Subscribed and sworn to before me -  Circle one: Assessor of  Circle on	AGENT SIGNATURE MUST BE WITN  staff member, Town Clerk, Justice of the Peace, Notary Court  aration to the Assessor's Office where  Fax 860–342-6738	Dated or Commissioner of Superior  Check Off List:  Read instructions on page 2
Subscribed and sworn to before me -  Circle one: Assessor of Circle one: Asses	aration to the Assessor's Office where  Fax 860-342-6738  Mail declaration to:	Dated or Commissioner of Superior  Check Off List: Read instructions on page 2 Complete appropriate sections
Circle one: Assessor of Circle one: Assessor	AGENT SIGNATURE MUST BE WITN  staff member, Town Clerk, Justice of the Peace, Notary Court  aration to the Assessor's Office where  Fax 860–342-6738  Mail declaration to:  Town of Portland  Assessor's Office  P.O. Box 71	Dated or Commissioner of Superior  Check Off List:  Read instructions on page 2  Complete appropriate sections Complete exemption applications
Subscribed and sworn to before me -  Circle one: Assessor of Circle one: Asses	aration to the Assessor's Office where  Fax 860–342-6738  Mail declaration to:  Town of Portland Assessor's Office	Dated or Commissioner of Superior  Check Off List: Read instructions on page 2 Complete appropriate sections Complete exemption applications Sign & date as required on page 8
Circle one: Assessor of Circle one: Assessor one:	AGENT SIGNATURE MUST BE WITN  staff member, Town Clerk, Justice of the Peace, Notary Court  aration to the Assessor's Office where  Fax 860–342-6738  Mail declaration to:  Town of Portland  Assessor's Office  P.O. Box 71	Check Off List:  Read instructions on page 2 Complete appropriate sections Complete exemption applications Sign & date as required on page 8 Make a copy for your records Return by November 1, 2023
Circle one: Assessor of Circle one: Assessor one:	aration to the Assessor's Office where  Fax 860– 342-6738  Mail declaration to:  Town of Portland Assessor's Office P.O. Box 71 Portland, CT 06480-0071	Check Off List:  Read instructions on page 2 Complete appropriate sections Complete exemption applications Sign & date as required on page 8 Make a copy for your records Return by November 1, 2023
Direct questions concerning declar property is located at: Phone 860– 342-6744 Hand deliver declaration to Town of Portland Assessor's Office 33 E. Main St. Portland, CT  Complete	aration to the Assessor's Office where  Fax 860– 342-6738  Mail declaration to:  Town of Portland Assessor's Office P.O. Box 71 Portland, CT 06480-0071	Check Off List:  Read instructions on page 2 Complete appropriate sections Complete exemption applications Sign & date as required on page 8 Make a copy for your records Return by November 1, 2023

This Personal Property Declaration must be signed above and delivered to the Portland Assessor or postmarked (as defined in C.G.S. Sec 1-2a & as referenced in Sec. 12-41(d)) by Wednesday, November 1, 2023

-OR- a 25% Penalty as required by law shall be applied.