



BUSINESS PERSONAL PROPERTY FILING INSTRUCTIONS

ELECTRONIC FORMS CAN BE FOUND AT THE WEBSITE: www.sandovalcountynm.gov
 (click on Elected Officials, County Assessor’s Office & then “Forms”)
 After form is completed, please e-mail to: screndition@sandovalcountynm.gov

THIS IS THE ONLY FORMAT THAT WILL BE ACCEPTED, EITHER BY PAPER OR ELECTRONICALLY

Please submit a summary sheet separating all equipment by year of purchase and class life. It should include sub totals for each year that has multiple units within each class life and also totals for each class life. For example:

YEAR OF PURCHASE	DESCRIPTION	CLASS LIFE IN YEARS	QUANTITY	TOTAL PURCHASE PRICE OF ALL UNITS
<u>2006</u>	<u>Computer</u>	<u>6 years</u>	<u>10</u>	<u>\$3,500</u>
<u>2006</u>	<u>Fax Machine</u>	<u>6 years</u>	<u>1</u>	<u>\$ 675</u>
<u>2006</u>	<u>Copier</u>	<u>6 years</u>	<u>1</u>	<u>\$2,400</u>
		2006	Sub Total	<u>\$6,575</u>
<u>2009</u>	<u>Computer</u>	<u>6 years</u>	<u>1</u>	<u>\$ 500</u>
			Total	<u>\$7,075</u>
<u>2006</u>	<u>Software</u>	<u>3 years</u>	<u>1</u>	<u>\$ 350</u>
<u>2010</u>	<u>Software</u>	<u>3 years</u>	<u>2</u>	<u>\$ 750</u>
			Total	<u>\$1,100</u>
<u>2005</u>	<u>Desks</u>	<u>10 years</u>	<u>10</u>	<u>\$3,750</u>
<u>2007</u>	<u>Chairs</u>	<u>10 years</u>	<u>10</u>	<u>\$ 550</u>
<u>2012</u>	<u>Phone System</u>	<u>10 years</u>	<u>1</u>	<u>\$3,200</u>
<u>2012</u>	<u>Desk</u>	<u>10 years</u>	<u>1</u>	<u>\$ 500</u>
		2012	Sub Total	<u>\$3,700</u>
			Total	<u>\$8,000</u>
<u>2006</u>	<u>Sign</u>	<u>20 years</u>	<u>2</u>	<u>\$2,350</u>
			Total	<u>\$2,350</u>
Total Purchase Price of All Inventory				<u>\$18,525</u>

Please include a Total Purchase Price of All Inventory at the end of your summary. This information will be used to value your equipment for the current tax year using straight-line depreciation.

Separate summary sheets must be filled out for each different School District. For example, we cannot assess equipment located in Bernalillo with equipment located in Rio Rancho. However, equipment located at different addresses within the same School District may be entered on one summary.

A detailed listing of your tangible assets must accompany this summary.

