

## **Personal (Business) Property**

All owners of tangible personal property are required to file declarations of such property with the assessor of the town where the property is located on the October 1st assessment date. The declaration will be mailed out late in September and is due back in the Assessors Office on or before November 1st. Declarations shall include but are not limited to the following types of property: all commercial furniture, fixtures, EDP equipment, machinery and supplies owned by any manufacturer, wholesaler and/or retailer. Personal Property located in factories, stores, offices, hotels restaurants, recreation halls, taverns, utility companies, etc. must be included on the declaration filed by the owner.

In the event a person fails to file a declaration, the assessor will: 1) fill out a declaration of all property which the assessor has reason to believe is owned by the taxpayer; 2) determine an assessed value from the best information that can be obtained; and 3) add a 25% penalty to the assessment. By Connecticut State statute, all late filings will also receive a 25% penalty.

## **Personal Property Tax**

The grand list of personal property is compiled annually from a varied list of sources. These sources include a listing from the State Department of Revenue Services, trade names filed, advertisements in local media, telephone directory listings, Police Department and Health Department listings, staff inspections and last year's Grand List. From time to time, businesses move out of town or cease operations before the assessment date. The following procedures have been established to determine if a business should not be or should not have been included on the Grand List.

**1. BEFORE THE GRAND LIST IS FINALIZED:** If a owner or business files a personal property declaration that has the "Affidavit of Business Closing Or Move Of Business Or Sale Of Business" properly and completely filled out and is accompanied by sufficient documentation, then the Assessor will remove the account.

**2. A NON-RESIDENT BUSINESS:** If the owner claims that the equipment was removed prior to the assessment date, then owner must provide a copy of the lease and letters from both the lessee and lessor stating all pertinent facts including the date when the equipment was removed from New Fairfield.

If an owner or business is aggrieved by the actions of the Assessor, the owner or business has the right to appeal to the Board of Assessment Appeals. An application, available in the Assessor's Office, must be filed in the Assessor's Office no later than February 20th. Please call to request a personal property declaration if you did not receive one.