

## Failure to File

Any owner of business personal property in excess of \$7,400 per county who fails to file a Declaration Schedule by April 15<sup>th</sup> or by the end of the extension time requested will be fined \$50 or 15% of the taxes due, whichever is the lesser amount.

In addition, if a Declaration Schedule is not received, or if full disclosure of personal property has not been made, the assessor may determine the property value on the basis of "Best Information Available" estimates. Failure to make a complete and full disclosure of personal property may result in an additional penalty of 25% of the assessed value of the undisclosed property. Note: **Failure to file may prevent you from receiving an abatement per Colorado Case Law.**

## Notice of Valuation

The Assessor will mail you a Notice of Valuation (NOV) on June 15<sup>th</sup>. **This is not a tax bill.** The purpose of the NOV is to notify you of any changes in your personal property valuation, and advise you of your rights to appeal the value.

When you receive your NOV, study it carefully. The notice describes the property, gives the actual (Market) value of the property for both current and prior year, advises you of the amount of change, and provides an opportunity to present your objections to the Assessor.

If you disagree with the value, or are uncertain as to how the value was developed, **contact the Mesa County Assessor's office.** Don't wait until you receive your tax bill the following January.

## Assessor's Field Inspections

Assessors are required to inspect personal property in the county on a regular basis. Property owners will be contacted by the Mesa County Assessor's office when their personal property account has been selected for review.

## Protest Rights

If you disagree with the value set on your NOV, you **MUST** file a protest with the Assessor in the county where the property is located.

For personal property owners the annual protest period ends June 30 (a mailed protest must be postmarked by June 30). The Assessor must give you a written decision by July 10.

If you are dissatisfied with the Assessor's decision, you can appeal to the County Board of Equalization (CBOE) by July 20.

The CBOE conducts hearings through August 5. The Board must notify you of its decision by August 10.

If you are still dissatisfied, you will have 30 days to appeal to District Court, The Board of Assessment Appeals (BAA), or Binding Arbitration. If you are dissatisfied with the decision made by the BAA or by the District Court, you can appeal to the Court of Appeals within 30 days of the BAA's decision and within 45 days of a District Court decision.

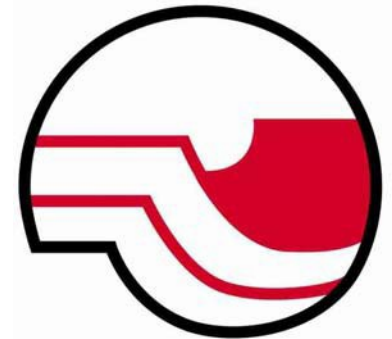
Decisions made by Binding Arbitration are final and are not subject to review.

## Mesa County Assessor's Office Personal Property Division

P.O Box 20000-5003  
Grand Junction, CO 81501  
Phone: (970) 244-1623  
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Effective 1/1/ 12- 12/31/12

# Ken Brownlee Mesa County Assessor



## A Guide to Personal Property Valuation and Assessment

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## The Personal Property Tax

Colorado's personal property tax is a levy on personal property used in businesses and other similar organizations. The process used in valuing business personal property is similar to that used for real property.

## What is personal property?

Colorado Revised Statutes defines personal property as "Everything that is the subject of ownership and that is not included within the term 'real property.'" Personal property includes equipment, machinery, fixtures, security devices, rental equipment, signs, and other furnishings not otherwise exempted by law. Personal property used at any time during the year for the production of income is taxable unless exempted by law generally not allowed.

## The Assessment Date

Colorado law sets January 1<sup>st</sup> of each year as the assessment date for the entire year. Property owned by an individual or organization on this date is considered to be owned throughout the entire year. Prorating value is generally not allowed.

## How Property is Valued

The owner of the personal property to be valued submits a required "Personal Property Declaration Schedule" by April 15<sup>th</sup> every year, listing information regarding personal property.

Using these schedules, the assessor determines the **Actual (Market) Value** of the property using tables supplied by the Colorado Division of Property Taxation, as well as local market data when available and appropriate.

### Assessed Value

The assessor derives an assessed value using the statutory assessment rate of 29%.

### Example:

**Actual Value X Assessment Rate =  
Assessed Value**  
 $\$10,000 \times 29\% = \$2,900$

### Tax Bill

The assessed value is multiplied by the tax rate (Mill Levy) for the tax area in which it is located to determine the amount of taxes due.

**Assessed Value X Mill Levy = Tax Due**  
 $\$2,900 \times .070 = \$203$

Mill Levies vary; this example is for illustration purposes only.

## Declaration Schedules

Owners of personal property valued in excess of \$7,300 per county are required by law to declare taxable personal property to the assessor.

**The assessor mails Personal Property Declaration Schedules "as soon as practicable" after January 1<sup>st</sup>. Taxpayers must return them by April 15<sup>th</sup>.**

**Note:** It is the responsibility of property owner to obtain and file a Declaration Schedule.

## Extensions

Filing extensions may be obtained from the assessor's office if the owner of personal property cannot complete the Declaration Schedule(s) by the due date. To obtain an extension, submit a letter of request or call the Mesa County Assessor's Office at 970-244-1623. Fees for a ten-day extension are \$20.00; fees for a twenty-day extension are \$40.00. Extension requests with payment must be received prior to the close of business on April 15<sup>th</sup>.

## Confidentiality

All Personal Property Declaration Schedules, together with any information submitted, are protected by law as confidential and private. Disclosure will not be made to anyone other than the owner/principal of the business, or to an agent assigned by the owner/principal.

