



Town of Kennebunk, Maine

Daniel J. Robinson, CMA
Town Assessor

RE: 2016-2017 PERSONAL PROPERTY ASSESSMENT (4/1/16 Assessment Date)

Dear Personal Property Owner,

Enclosed please find the 2016-2017 Personal Property Declaration form and laws governing the taxation thereof (see reverse side for Title 36 MRSA §601 & §706). For an accurate and timely assessment, please complete and return the enclosed §706 declaration form by **May 1, 2016**. *If you own personal property located in Kennebunk on April 1, 2016 you are responsible for the annual personal property tax bill.*

Instructions for Completing Personal Property Declaration Form

Where to File: Assessor's Office, Town of Kennebunk, 1 Summer Street, Kennebunk, Maine 04043

When to File: On or before **May 1, 2016**. Failure to file this form may bar your right to appeal (see reverse side). In addition, **failure to return the Personal Property Declaration will require the Assessor's Office to estimate the value of the Personal Property to be taxed to you.**

What is Personal Property?:

- 1. Production Machinery and Equipment:** Includes machinery and equipment used to produce products such as, industrial tools and machinery.
- 2. Business Equipment:** This includes furniture, furnishings, and fixtures. Examples are shelving, desks, cash registers, photocopiers, and telephones.
- 3. Electronics:** Computers, printers, networking equipment.
- 4. Other:** Personal property that does not fit into any one of the above categories.
- 5. Leased Equipment:** If you are leasing equipment from another company, please declare the name of the company, what you are leasing, the monthly leasing fee, and the term of the lease. Also, please make it clear who is responsible for the taxes.

How is Personal Property Assessed?: The taxable value for municipal assessment is generally replacement cost less depreciation. *Items are not depreciated to zero: if it is in use, it has value.*

How to List Personal Property: Please use the Property Schedule Form enclosed to list property you have in your possession as of April 1, 2016. An Excel spreadsheet with the same field information and font size **no less than 8** is also acceptable.

Businesses That Have Closed or Moved: If your business has closed or relocated from Kennebunk prior to April 1, 2016, please notify the Assessor's Office with the date of relocation or closure on page 2 of the Personal Property Schedule form so that we may update our records accordingly.

Business Equipment Tax Exemption (BETE): In 2008, the State Legislature passed the BETE law. The law exempts certain equipment from personal property tax. **To apply for exemption, you must return a completed BETE application each year and return it with the town's Personal Property §706 declaration form.** *Any assets being reported on the BETE application must also be included on the Personal Property §706 declaration form.* The deadline to file is **May 1, 2016**. For more BETE information and application, checkout **Quick Links** on our website at www.kennebunkmaine.us/personalproperty

Should you have any other questions regarding the *§706 declaration form or BETE exemption*, please do not hesitate to contact this office at (207) 985-2102 extension 1309, between the hours of 8:00 a.m. and 4:30 p.m., or at the email address listed below.

Sincerely,
Daniel J. Robinson, CMA

BY LAW, TAXPAYERS WHO DO NOT RESPOND LOSE THEIR RIGHT TO APPEAL

Website Address: <http://www.kennebunkmaine.us>

E-Mail: cdoucette@kennebunkmaine.us



TITLE 36 M.R.S.A.

§601. Personal property; defined

Personal property for the purposes of taxation includes all tangible goods and chattels wheresoever they are and all vessels, at home or abroad.

§706. Taxpayers to list property, notice, penalty, verification

Before making an assessment, the assessor or assessors, the chief assessor of a primary assessing area or the State Tax Assessor in the case of the unorganized territory may give reasonable notice in writing to all persons liable to taxation in the municipality, primary assessing area or the unorganized territory to furnish to the assessor or assessors, chief assessor or State Tax Assessor true and perfect lists of all their estates, not by law exempt from taxation, of which they were possessed on the first day of April of the same year. [1977, c.509, §13 (rpr).]

The notice to owners may be by mail directed to the last known address of the taxpayer or by any other method that provides reasonable notice to the taxpayer. [1977, c. 509, § 13 (rpr).]

If notice is given by mail and the taxpayer does not furnish the list, he is barred of his right to make application to the assessor or assessors, chief assessor or State Tax Assessor or any appeal there from for any abatement of his taxes, unless he furnishes the list with his application and satisfies them that he was unable to furnish it at the time appointed. [1981, c.30, § 1 (rpr).]

The assessor or assessors, chief assessor or State Tax Assessor may require the person furnishing the list to make oath to its truth, which oath any of them may administer, and may require him to answer in writing all proper inquiries as to the nature, situation and value of his property liable to be taxed in the State; and a refusal or neglect to answer such inquiries and subscribe the same bars an appeal, but such list and answers shall not be conclusive upon the assessor or assessors, chief assessor or the State Tax Assessor. [1977, c. 50., § 13 (rpr).]

If the assessor or assessors, chief assessor or the State Tax Assessor fail to give notice by mail, the taxpayer is not barred of his right to make application for abatement provided that upon demand the taxpayer shall answer in writing all proper inquiries as to the nature, situation and value of his property liable to be taxed in the State; and a refusal or neglect to answer the inquiries and subscribe the same bars an appeal, but the list and answers shall not be conclusive upon the assessor or assessors, chief assessor or the State Assessor. [1981, c. 30, § 2 (rpr).]

PREVIOUSLY ASSESSED TAXPAYERS:

Please submit a list of all ADDITIONS and/or DELETIONS to the prior year's listing (*see below*). Attach additional sheets if necessary.

IF THERE HAVE BEEN NO CHANGES (no additions and/or deletions) in the past year, press space bar or click your mouse to place check mark in box and sign below

If your business has **closed or relocated** in the past year please indicate which _____.

Please enter date **closed or relocated** _____, **list new location** _____ and sign below

ADDITIONS

Qty	Asset Description	Model or Serial #	Year Mfg	Year Purchased	Original Cost

DELETIONS

Qty	Asset Description	Model or Serial #	Year Mfg	Year Purchased	Original Cost

LEASED EQUIPMENT

Qty	Asset Description	Model or Serial #	Year Mfg	list price	Original Cost	Name/address of lessor	Lease #

LEASEHOLD IMPROVEMENTS

Qty	Asset Description	Year Mfg	acquisition or construction cost

Signature

Name/Title

Date

Return this form to: Assessor's Office, Town of Kennebunk, 1 Summer Street, Kennebunk, ME 04043

Don't forget to checkout Quick Links for possible property tax savings.