

PERSONAL PROPERTY SCHEDULE FORM

Ownership Information

Complete one of the Following

Trade Name

Proprietorship – Name of Owner

Property Location

Partnership – Name of Partners

Mailing Address

Corporation – Name of Corporation

City State Zip

 This schedule must be presented to the Assessor on or before the First day of May. This schedule is required under statutes of the State of Maine and includes those items which are normally assessed for taxation by the Town of Cumberland. Although this schedule will be accepted by the Assessor as compliance with the statutes, neither the Assessor nor the Town of Cumberland can guarantee that the courts will accept it as a "True and Perfect List" should the taxpayer desire to appeal as provided by the law, the value placed by the Assessor.

GENERAL INSTRUCTIONS

List the cost by year of acquisition of all machinery and equipment, furniture and fixtures, computer equipment and leased equipment owned as of April 1. Include all fully depreciated items in your possession, even though they may not be on your books. Include all items you may have expensed and may not be capitalizing. Those owners that have the ability to furnish computer data or wish to use other reporting methods may do so if the information requested on this form is furnished.

- ITEM 1. Furniture, fixtures and equipment would be the typical items found in offices, stores and restaurants.
- ITEM 2. Machinery and equipment would be major mechanical items found in factories and plants.
- ITEM 3. Computer equipment – If you have the ability to separate from Item 1 above, I will apply accelerated depreciation. If not, include in Item 1.
- ITEM 4. Miscellaneous items would be rental equipment, storage trailers, liquid propane tanks and other items not included in 1, 2 or 3 above.
- ITEM 5. Leased equipment – Include items you are truly leasing, but not those items that the lease is only a financing instrument. Those items should be included in Item 1.
- ITEM 6. Personal Property owned by another but located at your place of business, i.e. vending machines, coffee machines, etc.
- ITEM 7. Additions and deletions since last report.
- ITEM 8. Declaration of value of all taxable property.

<u>Year</u>	<u>Item 1</u> Furniture and Fixtures		<u>Item 2</u> Machinery and Equipment	
	<u>Cost</u>	<u>Book Value</u>	<u>Cost</u>	<u>Book Value</u>
TOTAL				

