

LESSEE’S LISTING REPORT Lessee’s Name _____ Pursuant to Connecticut General Statutes §12-57a all leased, borrowed, consigned, loaned, rented, or stored personal property not owned by you but in your possession as of the assessment date must be included on this form. Failure to declare, in the form and manner as herein prescribed, shall result in the presumption of ownership and subsequent tax liability plus penalties. Property you do not lease that may be in your possession and must be reported includes (but is not limited to) dumpsters, gas/propane tanks, vending machines, water coolers, coffee machines.

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Yes

No

Did you dispose of any leased items that were in your possession on October 1, 2023? If yes, enter a description of the property and the date of disposition in the space to the right.

Did you acquire any of the leased items that were in your possession on October 1, 2023? If yes, indicate previous lessor, item(s) and date(s) acquired in the space to the right.

Is the cost of any of the equipment listed below declared anywhere else on this declaration? If yes, note year in the ‘Year Included’ row and list cost in the ‘Acquisition Cost’ row.

	Lease #1	Lease #2	Lease #3
Name of Lessor			
Lessor’s address			
Lease Number			
Item description / Model #			
Serial #			
Year of manufacture			
Capital Lease	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Lease Term – Beginning/End			
Monthly rent			
Acquisition Cost			
Year Included			



Town of Chaplin
Assessor’s Office
495 Phoenixville Rd.
Chaplin, CT 06235
Return Service Requested

M-PPD-S
State of CT OPM

Chaplin Assessor’s Office Hours by appointment only.

Chaplin, Connecticut

2024 Declaration of Personal Property Short Form

Who Should File: All owners of taxable personal property. If you no longer own the above noted business or personal property assessed in your name last year, you need only to complete the AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS below and return this declaration to the Assessor. If you do not, the Assessor must assume that you are still operating the business or still own and have failed to declare your taxable personal property.

Complete: Complete the entire declaration. Writing “Same as last year” is not acceptable. Do not forget the DETAILED LISTING OF DISPOSED ASSETS REPORT (page 2) and the LESSEE’S LISTING REPORT (page 4).

Signature Required: The owners shall sign the DECLARATION OF PERSONAL PROPERTY AFFIDAVIT (page 4). The owner’s agent may sign the

declaration, in which case the declaration must be duly sworn to or notarized.

Extension: The Assessor may grant a filing extension *for good cause* (CGS §12-42). If a request for an extension is needed, you need to **request the filing extension in writing on or before November 1, 2024.**

Penalty for late filing – The Declaration of Personal Property must be signed and delivered or postmarked to the Assessor of this Town no later than Friday, November 1, 2024 to avoid a 25% Penalty for failure to file.

Deadline to File: Friday, November 1, 2024

Direct questions concerning declaration to the Assessor’s Office at:

Phone (860) 465-3024 Fax (860) 455-0027

Hand deliver declaration to:
Town of Chaplin
Assessor’s Office
495 Phoenixville Rd.
Chaplin, CT 06235

Mail declaration to:
Town of Chaplin
Assessor’s Office
495 Phoenixville Rd.
Chaplin, CT 06235

Check Off List:

- ☐ Read instructions
- ☐ Complete appropriate sections
- ☐ Complete exemption applications
- ☐ Complete disposed asset report
- ☐ Corporations complete all of page 3
- ☐ Make a copy for your records
- ☐ Sign, date & witness as required on page 4
- ☐ Return by November 1, 2024

The Declaration of Personal Property must be signed and delivered or postmarked to the Assessor of this Town no later than Friday, November 1, 2024 to avoid a 25% Penalty for failure to file.

AFFIDAVIT OF BUSINESS TERMINATION OR MOVE OR SALE OF BUSINESS OR PROPERTY

I _____ of _____ at _____
Business or property owners name Business Name (if applicable) Street location

With regards to said business or property I do so certify that on _____ Said business or property was (Please ☒ appropriate box):
Date

☐ SOLD TO:

Name Address

☐ MOVED TO:

City/Town and State to where business or property was moved Address

☐ TERMINATED:

Attach Bill of Sale or Letter of dissolution to this form and return it with this affidavit to the Assessor’s office

The signer is made aware that the penalty for making a false affidavit is a \$500.00 fine or imprisonment for one year or both.

Signature Print name

This form may NOT be used by utility companies, telecommunication companies, lessors, or persons claiming manufacturing machinery and equipment (Codes 10 or 13)

Commercial and financial information is not open to public inspection.

COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Assessor's Use Only

20 -- Electronic data processing equipment

Year Ending	Total Expended	# of Mos.	Average Monthly
10-1-24			

#24b -- Rental Entertainment Medium

If you disposed of, sold, or transferred a portion of the property included in last year's filing, complete the following. DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY INFORMATION

[illegible]

Pursuant to CGS 12-81(79) – Listing of assets purchased prior to 10/1/14 with an original value less than or equal to \$250

Description of Item			Date Acquired	Acquisition Cost

Commercial and financial information is not open to public inspection

List or Account # _____

Address _____ DBA _____

Phone / Fax _____ Street location of personal property _____

Description of business:

Type of business: ☐ Manufacturer ☐ Wholesale ☐ Service ☐ Profession ☐ Retail/Mercantile ☐ Tradesman ☐ Other

#9 - MOTOR VEHICLES UNREGISTERED MOTOR VEHICLES (E.G. MOTOR HOMES, TENT OR TRUCK CAMPERS, TRAVEL TRAILERS, SNOWMOBILES, UTILITY TRAILERS, PASSENGER CARS, TRACTORS, OFF-ROAD CONSTRUCTION VEHICLES, ETC.) INCLUDING ANY VEHICLE GARAGED IN CONNECTICUT BUT REGISTERED IN ANOTHER STATE. SNOWMOBILES, ATV'S, OR RESIDENTIAL UTILITY TRAILERS USED EXCLUSIVELY FOR PERSONAL USE ARE NOT TO BE REPORTED, CGS 12-81 (82), EFF. 10.1.2024.

Code	ASSESSMENTS
#9	
#9	
#9	

Breed	Age	Registered	Sex	Quality: Breeding/Show/Pleasure/Racing	Value
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#11	
#11	
#11	

Year	Make	Model	Vehicle Identification No. (VIN)	Length	Width	Bedrooms	Baths	Value
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#14	
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#12 - Commercial Fishing Apparatus All fishing apparatus exclusively used by a commercial fisherman in the business (e.g., fishing poles, nets, lobster pots, fish finders, etc.). A \$500 value exemption will be applied.	#12
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#17 - Farm Machinery Farm machinery (e.g., tractors, harrows, brush hogs, hay bines, hay rakes, balers, corn choppers, milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, aquaculture equipment, etc.), used in the operation of a farm.	#17
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#19 - Mechanics Tools Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).

#20 - Electronic Data Processing Equipment Electronic data processing equipment (e.g., computers, printers, peripheral computer equipment, and any computer-based equipment acting as a computer as defined under Section 168 of the IRS Code of 1986, etc.). Bundled software is taxable and must be included.	#20
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#23 - Average Supplies The average monthly quantity of supplies normally consumed in the course of business (e.g., stationery, post-it notes, toner, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, medical and dental supplies and maintenance supplies, etc.).	#23
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#24 – Other All Other Goods, Chattels and Effects Any other taxable personal property not previously mentioned, or which does not appear to fit into any of the other categories. (e.g., video tapes, vending machines, pinball games, video games, signs, billboards, coffee makers, water coolers, leasehold improvements and construction in progress (CIP)).	#24
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Total Assessment – all codes #9 through #24	Subtotal >		
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#25 – Penalty for failure to file as required by statute – 25% of assessment	#25
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Exemption - Check box adjacent to the exemption you are claiming:

☐ I – Farming Tools - \$500 value ☐ I – Horses/ponies \$1000 assessment per animal ☐ I – Mechanic's Tools - \$500 value

☐ **K** – Municipal Leased ☐ **M** – Commercial Fishing Apparatus - \$500 value

All of the following exemptions require a separate application and/or certificate to be filed with the Assessor by the required return date

☐ **G & H** – Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption application M-55 required annually

☐ I – Farm Machinery \$100,000 assessment - Exemption application M-28 required annually

☐ **J – Water Pollution or Air Pollution control equipment – Connecticut DEEP certificate required – provide copy**

Total Net Assessment	Assessor's Final Assessment Total >	
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