



**TOWN OF RUTLAND
BOARD OF LISTERS
181 Business Route 4
Center Rutland, VT 05736
Tel: 802-770-1898 Fax: 802-773-7295
Business Personal Property Asset Report
FISCAL YEAR: 2014-2015**

February 19, 2015

Dear Rutland Town Business Owner,

Enclosed is the **Business Personal Property Form** for reporting furniture, fixtures, equipment, machinery and inventory as of April 1, 2015. This information must be returned to the **Town of Rutland** by April 20, 2015. This form is for the **Town of Rutland** only. Some of our filings are sent in error to the City of Rutland, as we share the same zip code of 05701. Please note that the Town of Rutland and the City of Rutland are separate municipalities. If you need assistance to determine which jurisdictions your property is located in, please call our office.

Based on industry surveys conducted by Marshall & Swift Services, the Town of Rutland Listers' office in 2012 revised the depreciation schedules by adding the cost indexes of Marshall & Swift. With the exception of computers, the reported cost for furniture, fixtures, equipment, and machinery will be multiplied by a "Cost Factor Rate" to estimate the current cost new. Based on the age and type of property, an industry depreciation schedule will be applied to the categories of property to determine the values for ad valorem.

The Marshall & Swift Company is nationally recognized and the annual cost surveys are widely used by the assessing industry for valuing real and business personal property.

Title 32, Chapter 123 s 3618 (1), The statutory definition of business personal property of a depreciable nature used or held for use in any trade, professional practice, business transaction, activity or occupation conducted for profit including, without limitation, all furniture and fixtures, apparatus, tools, implements, books, machines, boats, construction devices, and all personal property used or intended to be used for the production, processing, fabrications, assembling, handling or transportation of anything of value....."

1. FOR EXISTING BUSINESS

If you filed with the Town of Rutland in 2014, you do not need to re-do the entire process over again. You only need to complete **Section 4, "Additions and Deletions since April 1, 2014"** and **Section 6, "Inventory Types"**. The Town will adjust your accounts accordingly and apply the current depreciation percentages.

If an item that is removed from your account will continue to remain within the Town of Rutland under a new owner, we need to know the name and location of the new owner.

2. FOR NEW BUSINESS

If you are filing with the Town of Rutland for the first time, you must complete the entire Inventory Form. However, if you have the ability to furnish computerized schedules and itemized listings, please do so.

We wish to remind you of the statutes, **Title 32, Chapter 129, s 4004-4007**, pertaining to Business Personal Property. In summary:

- Your inventory must be received by April 20, 2015. **Postmarks Honored.**
- Businesses that fail to respond by April 20, 2015 may be fined up to \$100.

Title 32, Chapter 129, 4006. Failure To Return Inventory

Failure of a taxpayer to make and return a signed, sworn to, or affirmed inventory within 45 days after the mailing of such inventory by the town listers shall bar the taxpayer from any statutory appeal under this chapter or chapter 131 of this title, unless such failure is due to factors beyond the taxpayer's control. In addition, a taxpayer who fails to submit an inventory within the time and in the form prescribed may be fined not more than \$100 for each violation

The Town of Rutland is retaining the services of G&K Associates to assist the Listers with the 2015 Personal Property Tax year. If you have questions regarding the above, please contact the Listers Office at (802) 770-1898.

The Town of Rutland has a new address. Please address your return to Town of Rutland, Board of Listers, 181 Business Route 4, Center Rutland, VT 05736-0225.

Howard J Burgess - Chair
Board of Listers

Encl: Personal Property Schedule (Inventory Form)

PERSONAL PROPERTY SCHEDULE
Town of Rutland, Vermont - Listers
181 Business Route 4 - Center Rutland, VT 05736
Tel: (802) 770-1898 Fax: (802) 773-7295

This schedule must be presented to the Listers on or before **April 20, 2015** and should include all business equipment which you possessed on the first day of April. Filing of the schedule is required under Vermont Law Title 32, V.S.A. Section 4006.

This form may be used for Declaration of Personal Property: However; those owners who have the ability to furnish computerized schedules may do so.

If this is the first year of business in Rutland, please attach a full, itemized list of property, equipment etc.

Billing Change of Address

SECTION 1 FURNITURE, FIXTURES, & BUSINESS EQUIPMENT

YEAR Acquired	Original cost, transportation, and installation	Acquired Cost	Cost Factor	% Good	Depreciated Value
4/14-4/15			1.000	92%	
4/13-4/14			1.013	84%	
4/12-4/13			1.025	76%	
4/11-4/12			1.028	67%	
4/10-4/11			1.052	58%	
4/09-4/10			1.079	49%	
4/08-4/09			1.076	39%	
4/07-4/08			1.106	30%	
4/06-4/07			1.142	24%	
4/05-4/06			1.189	21%	
Prior-2005			1.237	20%	
Totals					

SECTION 2 MACHINERY AND EQUIPMENT

YEAR Acquired	Original cost, transportation, and installation	Acquired Cost	Cost Factor	% Good	Depreciated Value
4/14-4/15			1.000	94%	
4/13-4/14			1.012	87%	
4/12-4/13			1.025	80%	
4/11-4/12			1.034	73%	
4/10-4/11			1.063	66%	
4/09-4/10			1.097	58%	
4/08-4/09			1.088	50%	
4/07-4/08			1.120	43%	
4/06-4/07			1.164	36%	
4/05-4/06			1.227	29%	
4/04-4/05			1.284	20%	
4/03-4/04			1.381	20%	
Prior-2003			1.429	20%	
Totals					

Please Note: The Listers' Office will apply the "Cost Factors" to Furniture and Machinery purchased prior to 2003.

SECTION 3 COMPUTER EQUIPMENT

YEAR Acquired	Original cost, transportation, and installation	Acquired Cost	% Good	Depreciated Value
4/14-4/15			85%	
4/13-4/14			70%	
4/12-4/13			55%	
4/11-4/12			35%	
Prior-2011			15%	
Totals				

SECTION 4 ITEMS ADDED OR DELETED BETWEEN APRIL 1, 2014 - APRIL 1, 2015

Description of Item	Acquisition Cost	Added Deleted

SECTION 5 LEASED, LOANED, BORROWED EQUIPMENT IN YOUR POSSESSION (OWNED BY OTHERS)

Owners Name and Address	Leased Term	Monthly Rent	Cost if Known

SECTION 6 INVENTORY TYPES

Title 32 V.S.A. Section 3848 (b)	Cost
Goods, manufactured products and merchandise for sale	
Office, shipping, manufacturing, and other supplies	
Raw Materials	
Work in progress	
TOTALS	

Business Name _____ Phone # _____
 Type of Business _____ Bldg. Sq. Ft. _____
 Location of Property _____
 Proprietor's Name _____ Contact Person _____

If you own real-estate at this business location, do you lease any portion of the property to another business? Yes () No ()
 to another business? Yes () No ()
 If Yes, please list Tenant(s) Name & Address _____

Having carefully read the above, I hereby certify that the information reported hereon is full, true and correct to the best of my knowledge and belief. (Title 32, V.S.A. Section 4002)

Date _____ Signed _____

Title _____

Person Authorized to Disclose Records _____

Official Title _____