**BUSINESS PERSONAL PROPERTY ASSET REPORT**

**FISCAL YEAR: 2025**

Business Name: Account Number:

Contact Person: Business Type:

Mailing Address : Telephone Number:

Email Address:

THIS FORM IS DUE BY: **APRIL 20, 2024**

Dear Business Owner:

The deadline for returning the completed form is April 20, 2024. Failure to report within the deadline may result in a fine of $100 and the business owner may lose their appeal rights.

A completed and signed form may be emailed to [bpp@burlingtonvt.gov](mailto:bpp@burlingtonvt.gov)

Please list all assets grouped by year and category in cumulative totals on *Schedule A*. All forms must be signed by an authorized person and incomplete forms will be returned. If the asset list exceeds the allotted space, please visit [www.burlingtonvt.gov/assessor](http://www.burlingtonvt.gov/assessor) for additional copies.

Businesses are required to list all assets as of April 1st of the current year. The cumulative total for each personal property category type will be adjusted to the current cost new by a Cost Factor Rate based on the Marshall Valuation Service. The current cost new of each category type will be depreciated by the Depreciation Schedule which is based on the life expectancy of the category type.

All leased equipment and machinery assets should be located in the City of Burlington. The following zip codes are for the City of Burlington: 05401, 05402, 05405, 05406, and 05408.

Joe Turner

Assessor

City of Burlington VT

[jturner@burlingtonvt.gov](mailto:jturner@burlingtonvt.gov)

**SCHEDULE A**: **BUSINESS PERSONAL PROPERTY**

List all Business Personal Property located in Burlington that is owned by the referenced business. Please list the cumulative totals of the assets by year acquired, (see Example on page 4). If the original cost new and year new are not known, estimate the date and cost and indicate that it is an estimate.

AS OF APRIL 1, 2024

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year Acquired | CE | FF | BE | ME | LE | LH |  |
| 2024 |  |  |  |  |  |  |  |
| 2023 |  |  |  |  |  |  |  |
| 2022 |  |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |  |
| 2020 |  |  |  |  |  |  |  |
| 2019 |  |  |  |  |  |  |  |
| 2018 |  |  |  |  |  |  |  |
| 2017 |  |  |  |  |  |  |  |
| 2016 |  |  |  |  |  |  |  |
| 2015 |  |  |  |  |  |  |  |
| 2014 |  |  |  |  |  |  |  |
| 2013 |  |  |  |  |  |  |  |
| 2012 |  |  |  |  |  |  |  |
| 2011 |  |  |  |  |  |  |  |
| 2010 |  |  |  |  |  |  |  |
| 2009 |  |  |  |  |  |  |  |
| 2008 |  |  |  |  |  |  |  |
| 2007 |  |  |  |  |  |  |  |
| 2006 |  |  |  |  |  |  |  |
| 2005 |  |  |  |  |  |  |  |
| 2004 |  |  |  |  |  |  |  |
| IF ASSETS WERE PURCHASED PRIOR TO THE YEARS LISTED ABOVE, PLEASE LIST BY YEAR ACQUIRED BELOW | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| CE (computer equipment)= Computers, servers, high tech medical diagnostic equip., copy machines, televisions, etc. | | | | | | | |
| FF (Furnishings & Equipment)= Furniture, cabinets, shelving, counters, signs, display cases, décor, racks, file cabinets, etc. | | | | | | | |
| BE (Small Machinery & Equip.)= Electronic components, P.O.S systems, sound systems, mail machines, faxes, phones, etc. | | | | | | | |
| ME (Medium Machinery & Equip.)= Production manufacturing equip., dumpsters, washers, dryers, etc. | | | | | | | |
| LE (Large Machinery & Equip.)= Heavy equip. trailers, tanks, air compressors, fork lifts, pallets, presses, x-ray units, dry cleaning equip., etc.  LH (Leasehold Improvements)= Lighting, built-ins, fit-ups, etc. | | | | | | | |

**SCHEDULE B**: **PROPERTY OWNED BY OTHERS AND LEASED TO YOUR BUSINESS**

List all business property located at your business but not owned by your business (Leased equipment, vending machines, etc.). Please list the company your business is leasing equipment from.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CATEGORY | COMPANY LEASED FROM | ADDRESS | PHONE # | DURATION OF CONTRACT |
| CE |  |  |  |  |
| FF |  |  |  |  |
| BE |  |  |  |  |
| ME |  |  |  |  |
| LE |  |  |  |  |
|  |  |  |  |  |

**SCHEDULE C: CHARTER BOATS**

List all charter boat information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YEAR AQUIRED | MAKE | MODEL | LENGTH | ORIGINAL COST | TIME IN BURLINGTON |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SCHEDULE D: RENTAL SPACE INFORMATION**

If you are leasing space please provide the following

I do solemnly swear (or affirm), under the pains and penalties of perjury, that , to the best of my knowledge and belief, the foregoing inventory by me subscribed is a full, true, and correct list and description of all taxable property, both real and personal, which should be set in the list to me. (32 VSA Section 4002 & 4006

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Date)

Annual base rent amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total square feet leased: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What expenses are you responsible for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lease terms and any rent concessions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_