

# Personal Property Questionnaire and Listing

Anyone operating a business in the State of Washington is required to provide an annual listing of personal property to the County Assessor for assessment and taxation purposes.

**Kitsap County Assessor**  
614 Division Street MS-22  
Port Orchard WA 98366  
360-337-7160  
360-337-4874 fax  
www.kitsapgov.com  
personal-property@co.kitsap.wa.us

## **This form must be completed and returned within 30 days.**

**This form is for new businesses (or businesses who do not currently report)** to report personal property as required by Washington State Law (RCW 84.40.020 and 84.40.040). Every sole proprietorship, corporation, association, partnership, trust, or estate is required to list all personal property which is under their ownership, possession, or control on January 1<sup>st</sup> of each year.

**We will use the information reported as the basis for determining the assessed value of personal property applicable to your business.** You will be notified by mail of the value that we establish. This value will be the basis for taxes payable next year.

**All businesses are subject to a physical audit** of their personal property by the Kitsap County Assessor or the Washington State Department of Revenue.

**An estimation of assessed value and penalties will be applied to businesses that fail to complete and return this form within 30 days.**

**Personal property is** equipment used to operate a business. Personal Property includes but is not limited to the following: office furniture and equipment, computers, software, store equipment and fixtures, manufacturing equipment, signs, communication equipment, professional libraries, farm machinery and small tools. An average monthly cost of **supplies** (not held for sale) needs to be listed on the supplies line of the questionnaire.

We will send you a form or email reminder annually to report any new purchases or remove equipment. If you don't receive the form or email reminder, **you are still required to file with the Assessor's Office on or before April 30<sup>th</sup> every year. After your account is established you will have the option of filing on line.**

**If you need assistance**, or have questions, please call our office Monday - Thursday, 8:00 a.m. to 4:30 p.m., Friday 9:00 a.m. to 1:00 p.m. at 360-337-7160.

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- **Do you currently operate a business in Kitsap County?**  Yes  No
    - If "No", sign, date, and return this form to the Assessor's Office (address listed above) within 30 days.
    - If "Yes", are you currently paying personal property tax?  Yes  No
      - If "Yes", please provide your Kitsap County personal property account number \_\_\_\_\_, sign the form and return to the Assessor's Office (address listed above) within 30 days.
      - If "No", please complete the attached form and return to the Assessor's Office (address listed above) within 30 days.

**Business Name** \_\_\_\_\_ **Date Opened** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

**Description of Business** \_\_\_\_\_

**Business Location Address** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**1. Head of Family Exemption**     Corporation     Partnership     LLC     Sole Proprietorship

If "Sole Proprietorship" is checked above, are you living with a spouse, dependent or domestic partner? or are you a surviving spouse? or a citizen over 65 years of age with 10 years continuous residency? or receiving a pension?     Yes     No

Do you claim a "Head of Family" exemption on any other personal property account in Washington State?  Yes     No

**2. Assets** (Attach additional pages if needed):

Description	Total Acquisition Cost	Year of Purchase	Description	Total Acquisition Cost	Year of Purchase

**3. Supplies:** \$ \_\_\_\_\_ (monthly average of supplies not held for sale, such as paper products, toner, cleaners, etc.)

**4. Leased Equipment** (Attach additional pages if needed):

Lessor's Name & Address	Equipment	Total Acquisition Cost	Lease Date	Lease Term	Monthly Rent

**5. Leasehold Improvements** (Attach additional pages if needed):

Description of Improvement	Total Acquisition Cost	Year Installed

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ UBI# \_\_\_\_\_ Phone # \_\_\_\_\_

This form is provided to businesses for the purpose of reporting personal property information as required by Washington State Law.

Kitsap County Assessor's Office ■ 614 Division St MS22, Port Orchard, WA 98366 ■ 360-337-7160 ■ personal-property@co.kitsap.wa.us

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