



Assessor's Office
 City and Borough of Sitka
 100 Lincoln St., Room 106
 Sitka, Alaska 99835
 (907) 747-1822
 (907) 747-6138 fax

DUE DATE:

PERSONAL PROPERTY RETURN

PLEASE COMPLETE FOR ADDRESS CHANGE ONLY

NAME OF OWNER _____
 MAILING ADDRESS _____

 City State Zip

<u>Account #</u>	<u>Description</u>

INSTRUCTIONS FOR PERSONAL PROPERTY STATEMENT

THIS RETURN IS SUBJECT TO AUDIT, COMPLETE A SEPARATE RETURN FOR EACH LOCATION OR OWNER. RETURN THIS COPY.

- A** EVERY PERSON SHALL, according to law, submit to the assessor a return for any personal property owned by him or controlled by him in a representative capacity, based on values existing as of **January 1, 2012**, and to be filed and returned to the assessor's office on or before **February 15, 2012**. Any filing received after this date will be deemed delinquent.
- B** VALUATION - Property shall be declared at its full and true value in money, as of January 1 of the assessment year. In determining the full and true value of property in money, the person making the return shall not adopt a lower or different standard of value because the same is to serve as a basis of taxation, nor shall he adopt as criterion of value the price for which the property would sell at auction, or a forced sale, but he shall value the property at such sum as he believes the same to be fairly worth in money at the time of assessment.
- C** **NO PERSONAL PROPERTY - Persons not having taxable personal property within the City and Borough of Sitka shall indicate "no personal property" and return this form to the assessor's office.**
- D** ALL ITEMS OWNED OR OTHERWISE CONTROLLED by the taxpayer on January 1 of the current assessment year shall be listed. List all boats and aircraft that are normally kept within the City & Borough of Sitka even though they may be temporarily out of the borough on January 1. DO NOT LIST automobiles, ATV's, snowmobiles, or household equipment.
- E** MILITARY PERSONNEL may be exempt under the Soldiers and Sailors Relief Act, unless they have acquired residency in Alaska. This exemption applies only to personal property NOT USED FOR BUSINESS PURPOSES. To claim an exemption on personal property, an affidavit of non residency must be completed and signed by an appropriate military officer and filed with this office prior to February 15 of each year.
- F** LEASED OR CONSIGNED goods and equipment must be listed. Note lessor's or consignor's name and address on a separate schedule if they are contracted to pay property taxes.
- G** CHANGES IN OWNERSHIP - Person making return shall note the name of any person to whom he conveyed or received property during the previous year and a brief description of the property so conveyed.
- H** **PLEASE NOTE: THE CITY & BOROUGH OF SITKA DOES NOT PRO-RATE TAXES. IF YOU HAVE SOLD OR REMOVED PROPERTY AFTER JANUARY 1, YOU WILL OWE THE TAX FOR THAT ENTIRE YEAR.**
- I** DUE DATE IS FEBRUARY 15. However, for good cause shown, the assessor may grant an extension of up to 29 days. The extension must be applied for before the due date.

WARNING: If you fail to file this return, your assessed value will be based on an estimated amount.

PENALTY FOR FAILURE TO FILE A RETURN

I HEREBY DECLARE OWNERSHIP OR CONTROL OF THE FOLLOWING TAXABLE PERSONAL PROPERTY:

NO CHANGE FROM PREVIOUS YEAR

DUE DATE: FEBRUARY 15, 2012

1	FLOAT HOUSE	Float Size	House Size	Location	Date Acquired	Acquisition Cost	Present Value
TOTAL 1							

2	BOATS	AK Numbers	Boat Name	Year/Make/Length	Location	Date Acquired	Acquisition Cost	Present Value	
		TOTAL 2							

PLEASE NOTE: IF YOU'VE SOLD OR REMOVED A BOAT OR PERSONAL PROPERTY AFTER JANUARY 1, 2012, YOU WILL OWE THE TAX FOR 2012. INFORM US OF THE NEW OWNER, BELOW, AND WE WILL BILL THEM FOR THE NEXT YEARS TAX.

3	AIRCRAFT	Reg. Number	Make	Year/Model	Radio	H.P.	Floats	Skis	Date Acquired	Acquisition Cost	Present Value
TOTAL 3											

4	RENTAL FIXTURES (furnishings & Appliances - NOT BUILT IN)	Description	Location	No. Units	Date Acquired	Acquisition Cost	Present Value	
		TOTAL 4						

5 NO TAXABLE PERSONAL PROPERTY **Check Here →**

The following property shall not be subject to taxation: property consisting of household goods, jewelry, ATV's & snowmobiles not used in business and all motor vehicles or licensed boat trailers subject to the motor registration tax.

CHANGES IN OWNERSHIP
Real, Personal or Boats

Seller	Buyer	Date	Description	Location	Sale Price

I, THE UNDERSIGNED, HEREBY DECLARE THAT THIS STATEMENT IS TO THE BEST OF MY KNOWLEDGE AND BELIEF TRUE, CORRECT AND COMPLETE, AND THAT IT INCLUDES ALL PERSONAL PROPERTY NOT EXEMPTED FROM TAXATION, OWNED BY ME ON JANUARY 1, 2012.

SIGN HERE _____ PHONE NO. _____

PRINT NAME _____ DATE _____