

**UNION COUNTY ASSESSOR**

P.O. BOX 430 CLAYTON, NM 88415  
PHONE: 575-374-9441 Ext. 1 / FAX: 575-374-2763  
Website: unionnm.us

**PERSONAL PROPERTY STATEMENT**

ACCOUNT #: \_\_\_\_\_ (IF APPLICABLE)  
BUSINESS NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

NAME/ADDRESS/PHONE# OF PERSON PREPARING REPORT

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

LEASED EQUIPMENT-(SEE #3 BELOW)  
NAME AND ADDRESS OF PARTY RESPONSIBLE

\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS & RETURNED NO LATER THAN LAST DAY OF FEBRUARY.  
IF YOU HAVE A PERSONAL FORM THAT MEETS ALL REPORTING REQUIREMENTS PLEASE FEEL FREE TO USE YOUR FORM.**

PERSONAL PROPERTY CONSISTS OF MOVEABLE ITEMS THAT ARE NOT PERMANENTLY AFFIXED TO OR A PART OF THE REAL PROPERTY.

**\*NOTE:** LICENSED VEHICLES, SUPPLIES & INVENTORY ARE EXEMPT IN THE STATE OF NEW MEXICO FOR PROPERTY TAX PURPOSES.  
**\*\*NOTE:** ALL BUSINESS EQUIPMENT & FARM MACHINERY SUBJECT TO VALUATION FOR PERSONAL PROPERTY TAX PURPOSES WILL BE VALUED AS OF JANUARY 1, OF EACH YEAR (SECTION 7-36-8).

**3.6.5 16A NMAC-PROPERTY SUBJECT TO INTERNAL REVENUE CODE SECTION 179 DEDUCTION**

"A DEDUCTION CLAIMED UNDER SECTION 179 OF INTERNAL REVENUE CODE FOR FEDERAL INCOME TAX PURPOSES SHALL BE CONSIDERED TO BE DEPRECIATED UNDER SECTION 179 OF THE INTERNAL REVENUE CODE IS SUBJECT TO PROPERTY TAXATION AND RESPECT TO EACH YEAR FOR WHICH A SECTION 179 DEDUCTION WAS CLAIMED WITH RESPECT TO THAT PROPERTY IN THE SAME MANNER AS IF THE PROPERTY OWNER HAD CLAIMED DEPRECIATION WITH RESPECT TO THAT PROPERTY".

**FAILURE TO LIST OR FALSIFICATION OF LISTING MAY RESULT IN PENALTIES UP TO 25%, ALL RETURNS ARE SUBJECT TO AUDIT.**

DATE BUSINESS STARTED: \_\_\_\_\_ DATE BUSINESS CEASED OPERATION: \_\_\_\_\_

**SIGNATURE OF OWNER OR AGENT** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INSTRUCTIONS**

1. FARM EQUIPMENT SHOULD BE REPORTED REGARDLESS OF USE AND A COMPLETE LIST SHOULD BE SUBMITTED WHEN FIRST REPORTED. SUBSEQUENT REPORTS MAY NOTE, THAT ASSESSOR HAS A LIST AND ADDITIONS OR DELETIONS NOTED. GIVE YEAR OR PURCHASE AND PURCHASE PRICE.
2. LICENSED CONTRACTORS SHOULD COMPLETE A LIST OF EQUIPMENT WITH YEAR OF PURCHASE AND PURCHASE PRICE, SMALL HAND TOOLS MAY BE GIVEN A FLAT ESTIMATED VALUE AND REPLACED AS NEEDED.
3. LEASE AND RENTAL EQUIPMENT SHOULD BE LISTED BY LOCATION. LESSEE SHOULD ALSO REPORT ANY EQUIPMENT ON THEIR PREMISES WITH THE NAME, ADDRESS AND PHONE NUMBER OF PARTY RESPONSIBLE FOR THE TAXES ON EQUIPMENT (**COMPLETE LEASED EQUIPMENT PORTION ABOVE**)
4. RENTAL/LEASED HOUSING INCLUDING HOUSES, DUPLEXES, FOUR-PLEXES, APARTMENTS, ETC. OWNERS MUST REPORT FURNISHINGS, APPLIANCES, DRAPES AND EQUIPMENT FOR OFFICE OR CLUBHOUSE MAINTENANCE.
5. RENTAL ITEMS IN THIS CATEGORY INCLUDE CD MACHINES, CHAIN SAWS AND ALL SMALL EQUIPMENT.
6. WHEN CALCULATING THE SUMMARY SHEET, PLEASE LIST YEAR AND PURCHASE PRICE, MULTIPLY THE PURCHASE PRICE BY THE CLASS LIFE %, TOTAL THE DEPRECIATION COST COLUMN AND DIVIDE BY THREE TO DETERMINE THE TOTAL TAXABLE VALUE.
7. FOR SIMPLIFICATION OF FILING, A COMPLETE LISTING OF DEPRECIATION SCHEDULE SHOULD BE KEPT ON FILE BY THE BUSINESS WITH ADDITIONS OR DELETIONS NOTED EACH YEAR.
8. FOR EXTENSIONS ON FILING THE PEROPERTY STATEMENT (7-38-86 NMSA 1978), PLEASE SUBMIT A WRITTEN REQUEST TO: **UNION COUNTY ASSESSOR'S OFFICE, P.O. BOX 430 CLAYTON, NM 88415.**

**ASSET LIST AND DEPRECIATION SCHEDULE ON FOLLOWING PAGE**