

**TANGIBLE PERSONAL PROPERTY SCHEDULE**  
FOR REPORTING  
COMMERCIAL AND INDUSTRIAL PERSONAL PROPERTY

TAX YEAR: 2018

IN ACCORDANCE WITH T.C.A. 67-5-903, THIS SCHEDULE MUST BE COMPLETED, SIGNED ON THE REVERSE SIDE, AND FILED WITH THE ASSESSOR OF PROPERTY ON OR BEFORE MARCH 1. FAILURE TO DO SO WILL RESULT IN A FORCED ASSESSMENT, AND YOU WILL BE SUBJECT TO A PENALTY AS PROVIDED BY STATE LAW.

CO#	CONTROL MAP	GROUP	PARCEL	PI	SI

BUS NAME

ADDRESS  
CITY, ST, ZIP

**PART I. GENERAL DATA (MAKE CHANGES AS NEEDED)**

PROPERTY ADDRESS \_\_\_\_\_  
 REAL ESTATE OWNER \_\_\_\_\_  
 BUSINESS OWNER(S) \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_  
 CONTACT PHONE \_\_\_\_\_  
 BUSINESS LICENSE # \_\_\_\_\_  
 YEAR BUS. STARTED \_\_\_\_\_  
 TYPE OF BUSINESS \_\_\_\_\_

ASSESSOR'S USE ONLY	
TOTAL THIS SIDE	SCHEDULE _____ OR _____ AM
TOTAL REVERSE SIDE	TYPE _____ AU _____ AP
TOTAL ATTACHMENTS	
TOTAL APPRAISAL	ASMT TYPE _____
ASSESSMENT RATIO	x _____
ASSESSMENT	SCHEDULE _____
CITY	FURNISHED _____
SSD1	
SSD2	SCHEDULE _____
PROP TYPE	RETURNED _____
ACCOUNT STATUS	
YR LAST APR	DESK REVIEW _____
DEPR YEAR	DATE _____
ASSET LIST YR	BY _____
UNITS: TYPE	
NUMBER	AUDIT DATE _____
APPRAISED \$ PER UNIT	BY _____
DISTRICT	SMALL ACCOUNT _____

D/B/A \_\_\_\_\_

BUSINESS LOCATED (please check one)

OUTSIDE CITY       INSIDE CITY (indicate city below)

CITY: \_\_\_\_\_

**IF YOU WERE OUT OF BUSINESS IN THIS COUNTY ON JANUARY 1, PLEASE NOTIFY THE ASSESSOR OF PROPERTY OF THE DATE OUT OF BUSINESS IN ORDER TO AVOID A FORCED ASSESSMENT.**

**PART II. OWNED PERSONAL PROPERTY - STANDARD VALUE**

Report all personal property owned by you and used or held for use in your business or profession as of January 1, including items fully depreciated on your accounting records. Do not report inventories of merchandise held for sale or exchange or finished goods in the hands of the manufacturer. Personal property leased or rented and used in your business must be reported in PART III of this schedule and not in this section. Property on which you wish to report a nonstandard value must be reported in PART IV of this schedule and not in this section. Qualified pollution control equipment must be reported in PART V of this schedule.

A separate schedule should be filed for each business location.

List the total acquisition cost to you for each group below by year acquired in the REVISED COST column. If COST ON FILE is printed on the schedule, you need only report new cost totals resulting from acquisition or disposition of property in the REVISED COST column.

ALTERNATIVE REPORTING FOR SMALL ACCOUNTS - If you believe the depreciated value of your property is \$1,000 or less you may use the Small Accounts Certification (reverse side) as an alternative to reporting detailed costs below. With this certification, subject to audit, your assessment per this schedule will be set at \$300.

**REVERSE SIDE OF THIS FORM MUST BE COMPLETED IF APPLICABLE**

GROUP 1 - FURNITURE, FIXTURES, GENERAL EQUIPMENT AND ALL OTHER PROPERTY NOT LISTED IN ANOTHER GROUP				GROUP 4 - AIRCRAFT, TOWERS, AND BOATS				GROUP 6 - BILLBOARDS, TANKS, AND PIPELINES			
YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR
2017			.88	2017			.92	2017			.94
2016			.75	2016			.85	2016			.88
2015			.63	2015			.77	2015			.81
2014			.50	2014			.69	2014			.75
2013			.38	2013			.62	2013			.69
2012			.25	2012			.54	2012			.63
PRIOR			.20	2011			.46	2011			.56
TOTAL				2010			.38	2010			.50
GROUP 2 - COMPUTERS, COPIERS, PERIPHERALS, FAX MACHINES AND TOOLS				2009			.31	2009			.44
YEAR	COST ON FILE	REVISED COST	DEPR	2008			.23	2008			.38
2017			.67	PRIOR			.20	2007			.31
2016			.33	TOTAL				2006			.25
PRIOR			.20	GROUP 5 - MANUFACTURING MACHINERY				PRIOR			.20
TOTAL				YEAR	COST ON FILE	REVISED COST	DEPR	TOTAL			
GROUP 3 - MOLDS, DIES, AND JIGS				2017			.88	GROUP 9 - VEHICLES			
YEAR	COST ON FILE	REVISED COST	DEPR	2016			.75	YEAR	COST ON FILE	REVISED COST	DEPR
2017			.75	2015			.63	2017			.80
2016			.50	2014			.50	2016			.60
2015			.25	2013			.38	2015			.40
PRIOR			.20	2012			.25	PRIOR			.20
TOTAL				PRIOR			.20	TOTAL			
GROUP 7 - SCRAP PROPERTY				TOTAL				GROUP 10 - CONSTRUCTION IN PROCESS			
YEAR	COST ON FILE	REVISED COST	DEPR	GROUP 8 - RAW MATERIALS AND SUPPLIES				YEAR	COST ON FILE	REVISED COST	DEPR
ALL			.02	YEAR	COST ON FILE	REVISED COST	DEPR	ALL			.15
				ALL			1.00				

RETURN THIS SCHEDULE AND ANY ACCOMPANYING DATA TO:

LEASED VALUE ON FILE

LAST APPRAISAL \$0  
 LAST ASSESSMENT  
 LAST EQUALIZED ASSESSMENT

ONLINE ID:

**SIGN THIS SCHEDULE ON THE REVERSE SIDE**

CT-0025-9557  
REV. MAY 2017

**PART III. LEASED PERSONAL PROPERTY** - Report all items leased or rented by you for the conduct of your business as of January 1. If additional space is needed, attach a separate sheet using the same format. Regardless of any contract between the lessor and lessee as to who shall pay the taxes, leased personal property is to be assessed to the lessee.

GRP	ITEM DESCRIPTION MAKE AND MODEL NUMBER SERIAL NUMBER	ITEM COST	LEASE TERM YEAR LEASE BEGAN	MONTHLY RENT	LEASE TYPE	LESSOR'S LEASE NUMBER	LESSOR NAME & ADDRESS
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		
					Operating Capital Other		

**PART IV. OWNED PERSONAL PROPERTY - NONSTANDARD VALUE** - Report property on which you wish to report a value different from standard depreciated cost where such value more closely reflects fair market value. The assessor may request supportive evidence before accepting such a value, such as recent appraisals and authoritative price and valuation guides for subject property. If additional space is needed, attach a separate sheet using the same format.

GRP	ITEM DESCRIPTION	YEAR MADE	ORIGINAL COST	DEPR FACTOR	VALUE AS OF JANUARY 1	ASSESSOR USE ONLY	
						DEPR	VALUE

**PART V. POLLUTION CONTROL** - Report pollution control equipment qualified under T.C.A. 67-5-604. Such equipment will be valued at one-half percent of cost.

COST	CERTIFICATE YEAR	CERTIFICATE EXPIRES

**NOTES**


**SMALL ACCOUNTS CERTIFICATION (OPTIONAL).** By checking the box at left, I certify that the total depreciated value of my property (all groups) is \$1,000 or less. I understand this certification is subject to penalties for perjury and I may be subject to statutory penalty and cost if this certification is proven false.

I certify that the information herein, including any accompanying schedules or data, is true, correct and complete, to the best of my knowledge and belief.

PRINT NAME \_\_\_\_\_ PRINT TITLE \_\_\_\_\_

SIGNED \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_