

**CITY OF BREWER
BUSINESS PROPERTY DECLARATION**

This is your annual notice under 36 M.R.S §706-A to provide a true and perfect listing of taxable estates within the City of Brewer. Please read the directions carefully and know that failure to return a declaration will result in a no response estimated assessment.

On the third page of this notice is a Business Personal Property Declaration form which is being sent to those persons who are (and those who may be) subject to Business Personal Property taxation along with a list of the property that we currently have on file for your business. If you are a new business, please return a detailed list of all property that includes furniture, fixtures, machinery and equipment used in your business, whether it is located at home or in a commercial space. If you have any questions please contact our office and we will be happy to assist you.

If you are receiving a listing from a prior year, please cross out any items no longer being used in your business. For new items, **please list each item separately by year, indicating the original cost, the date of purchase, a description of the item, the Make, Model/Serial # (if available).** All items used to further the business should be reported even though they may be fully depreciated for IRS and personal purposes. If there are any items that are present, but not functional, please report them separately for additional depreciation. If information concerning the original cost or date of purchase is unavailable, please list whether the item was purchased used or handmade and estimate its current value.

Any business wishing to submit a declaration in their corporate format may only do so, **upon written approval from the Assessor. These asset listings must detail the individual assets and contain the required information requested on the declaration from.**

LEASED EQUIPMENT should be listed separately and should include the name of the party responsible for the tax; the telephone number and mailing address from whom equipment is leased; a detailed description of the leased equipment; the make, model/serial number; the monthly rent; the lease date; the number of months of the lease; and the cost or value of the equipment.

IF YOUR BUSINESS IS IN OPERATION AS OF APRIL 1ST, YOU ARE RESPONSIBLE FOR THE ENTIRE YEAR'S PERSONAL PROPERTY TAX BILL. **If the business has closed, moved, or been sold, return the signed declaration form notifying us of the date of closure, date and address of relocation or name and address of the new owner.**

Please be sure to sign, date and return the updated list by April 17, 2020. Please include your telephone number and email. Retain a copy for your records. If there are any questions, please do not hesitate to contact the Assessing Department at (207) 989-7560, Fax (207) 989-8036. Your cooperation is sincerely appreciated.

BETE APPLICATION **The BETE application will not be accepted unless accompanied by a true and perfect list.** – Business Equipment Tax Exemption – BETR APPLICATION – Business Equipment Tax Reimbursement
<http://www.maine.gov/revenue/propertytax/propertytaxbenefits/propertytaxbenefits.htm>

or call Assessor's Office at (207) 989-7560.

Return to: Assessor's Office, 80 North Main Street, Brewer, ME 04412 207-989-7560 Fax 207-989-8036 or email Assessing-dept@brewermaine.gov

**CITY OF BREWER
BUSINESS PERSONAL PROPERTY DECLARATION
FY 2020**

Please complete the top section of this form

**FAILURE TO RETURN THIS FORM VOIDS
YOUR RIGHT OF APPEAL**

BUSINESS OWNER'S NAME (S):	BRIEF DESCRIPTION OF BUSINESS ACTIVITY: # OF RENTAL UNITS _____
NAME OF BUSINESS (DBA):	TYPE OF OWNERSHIP: <input type="checkbox"/> MAINE CORPORATION <input type="checkbox"/> LLC <input type="checkbox"/> FOREIGN CORPORATION <input type="checkbox"/> FOREIGN LLC <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> OTHER, (LIST) _____
BUSINESS MAILING ADDRESS:	
PRINCIPLE PLACE OF BUSINESS:	IF CORPORATION, ENTER CORPORATE ADDRESS:
TELEPHONE #: _____ E-MAIL: _____	

PREVIOUSLY ASSESSED TAXPAYERS: must submit a list of all **ADDITIONS** and/or **DELETIONS** to the prior year's listing (see the cover letter for instructions). Attach additional sheet if necessary.

IF THERE HAVE BEEN NO CHANGES (no additions or deletions) in the past year: **please check here and sign the bottom.**

IF YOU HAVE MOVED from Brewer, **SOLD, OR CEASED OPERATION** in the past year: Please note the date here _____ and sign the bottom. If you sold your business please provided a copy of the **bill of sale for the personal property and the name and address of the new owner.**

REAL ESTATE OWNED BY THIS BUSINESS: MAP _____ **LOT** _____

ADDRESS: _____

IF YOU RENT/LEASE YOUR BUSINESS SPACE: SQ FT OF SPACE: _____
RENT ANNUAL/MONTHLY: _____ **GROSS PERCENTAGE RENT ANNUALLY \$** _____

UTILITES PAID BY TENANT: _____

I hereby certify that this declaration return, together with any accompanying exhibits or statements has been examined by me and to the best of my knowledge, information and belief sets forth a full, true, and perfect list of all taxable business personal property owned by me or in my possession, or under my control, located in the City of Brewer on April 1, 2020.

Date: _____ Telephone No.: _____

Signed: _____ Official Title: _____

Print Name: _____

**APRIL 1, 2020 ASSESSMENT DATE.
RETURNS MUST BE FILED BY
APRIL 17, 2020.**

PLEASE READ OTHER SIDE

City of Brewer
 FY 20 NEW PROPERTY LISTING

Please declare all new property here. If you chose to attach a spreadsheet it must contain these details.
 If you are leasing to customer in our jurisdiction please provide the address and customer name.

DETAILED DESCRIPTION OF ITEM	MAKE	MODEL # SERIAL #	QTY.	MO/YR ACQUIRED	COST EACH	TOTAL COST

LEASED EQUIPMENT ---If you lease any equipment from another company please list here. Feel free to attach additional pages if needed

LEASED FROM	ADDRESS	DESCRIPTION MODEL # SERIAL #	QTY.	MO/YR ACQUIRED	COST EACH	TOTAL COST