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DUE DATE APRIL 15, 2016

THIS SCHEDULE MUST BE FILED EVERY YEAR
REGARDLESS IF ANY ADDITIONS OR DELETIONS WERE MADE

PERSONAL PROPERTY

IMPORTANT DOCUMENT – PLEASE READ

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DS 060	**LESSOR PERSONAL PROPERTY DECLARATION SCHEDULE** (Use for Leased, Loaned, or Rented Property, or for Property You Manufacture for Lease)
DS 060A	**INSTRUCTIONS**

FOR ASSESSMENT YEAR BEGINNING JANUARY 1, 2016

Form DS 060A-95-16

STATE OF COLORADO
GENERAL INFORMATION

(Declaration Schedules and Attachments Are Confidential And Private Documents By Law.)

For these instructions, please refer to the following statutes: §§ 39-3-102, 39-3-118.5, 39-3-119.5, 39-5-104.5, 39-5-104.7, 39-5-107, 39-5-108, 39-5-108.5, 39-5-110, 39-5-113 through 117, 39-5-120, and 39-21-113(7), C.R.S.

In accordance with § 39-3-119.5, C.R.S., you are not required to file this declaration if the total actual value of your personal property per county is $7,300 or less.

If you are unsure as to whether the total actual value of your personal property per county exceeds $7,300, please contact the county assessor.

WHO FILES A DECLARATION SCHEDULE? The owner (legal titleholder) of taxable personal property, their agent, and those in possession and/or control of the taxable personal property as of January 1 must file a declaration schedule. All personal property, such as a business/organization's:

■ Equipment ■ Security Devices ■ Machinery ■ Household Furnishings ■ Personal Effects, not otherwise exempt by law, must be listed on this schedule.

IS YOUR BUSINESS NEW? ARE YOU A NEW OWNER? If you answer "yes" to either question, or you have never filed with the county assessor and you own taxable personal property, you are required to provide a **complete detailed listing** of all machinery, equipment, and other personal property. Please include: ■ Item ID Number ■ Property Description ■ Model Number ■ Year Acquired ■ Original Installed Cost to You.

PRORATION OF PERSONAL PROPERTY VALUE IS GENERALLY NOT ALLOWED.

As of January 1, 1996, the only proration of personal property value allowed is for Works of Art loaned to and used for charitable purposes by an exempt organization. If other taxable personal property was located in Colorado on the assessment date, it is taxable for the entire assessment year, providing that, if it was newly acquired, it was put into use as of the assessment date (January 1). If it was not located in the state on the assessment date, or if it was newly acquired, but was not put into use as of the assessment date, it cannot be taxed until the next assessment year. Except for works of art, personal property that is exempt on the assessment date retains its exempt status for the entire assessment year. These requirements do not affect the proration of real property.

WHEN DO YOU FILE? This form must be received by the county assessor by the April 15 deadline EVERY YEAR.

HOW DO YOU FILE FOR AN EXTENSION? You may extend the deadline if, by April 15, the assessor receives your written request AND $20 for a 10-day extension, or $40 for a 20-day extension. This extension applies to all personal property schedules (single or multiple) which a person is required to file in the county.

WHAT HAPPENS IF YOU FAIL TO FILE? The late filing penalty is $50 or 15% of the taxes due, whichever is less. If you fail to file a schedule, the assessor shall determine a valuation based upon the BEST INFORMATION AVAILABLE and **shall add a penalty of up to 25% of assessed value for any omitted property** discovered and valued later.

NOTE: **Failure to properly file a declaration schedule may prevent you from receiving an abatement per Colorado case law. Property Tax Adm'r v. Production Geophysical, 860 P.2d 514 (Colo. 1993)**

WHY IS THE DECLARATION FORM IMPORTANT? Assessors use this information to help calculate the property's actual value. This value is based on the property's use and condition as of January 1 of each assessment year.

WHAT HAPPENS AFTER YOU SUBMIT THIS FORM?

- The assessor may request more information or conduct a physical inventory of your personal property at your business location.
- Notices of Valuation are mailed on June 15 to the address listed on this schedule.

INSTRUCTIONS FOR COMPLETING THE LESSOR'S PERSONAL PROPERTY DECLARATION SCHEDULE DS 060

A. NAME AND MAILING ADDRESS: Write any corrections to the preprinted name/address information. If you are not the current business owner, please list the name and address of the new owner in the appropriate box. Also, list the date that the property was sold to the new owner.

BUSINESS NAME AND PHYSICAL LOCATION OF THE PERSONAL PROPERTY: If not preprinted, provide the: ■ Business Name ■ Actual Physical Location of the Personal Property ■ Change In Physical Location, If Applicable ■ Additional Property Location Changes, If Applicable ■ List of Locations Where Other Personal Property Is Owned.

B. BUSINESS: Provide your business start-up date and the primary product or service that you provide.

C. BUSINESS STATUS: Check the appropriate boxes for your property status and indicate the date of any change in property's location from the prior year. **The assessor may select your business for an audit whether or not you file a declaration schedule.**

D. LEASED, LOANED, OR RENTED PROPERTY: Answer questions concerning manufactured property by checking the appropriate box. IF YOU ARE A MANUFACTURER, PLEASE COMPLETE THIS SECTION AND ALSO READ SECTION F on the reverse side of this form. Do not list licensed vehicles, mobile equipment with SMM license plates, rental decals, or Z-tabs. All other personal property leased, rented, or loaned by you must be listed on this form. Property rented 30 days at a time or less, returned by the renter at his option and where the sales or use tax is actually collected before finally being sold is considered to be exempt merchandise inventory; it should NOT be reported. Leased, loaned, or rented property must be identified as follows: ■ Name and Address of the User ■ Quantity ■ Property Description Including Model and Serial Number ■ Lease Term (From-To) ■ Actual Monthly Rent ■ Year Acquired ■ Sales Price or Original Installed Cost ■ The Month and Year Each Item was First Placed into Service or is Scheduled to be Placed into Service. **Sales Price or Original Installed Cost** is defined as the amount that was paid for the personal property when new, inclusive of ■ Sales/Use Tax ■ Freight and ■ Installation Charges. If the item was purchased used, include its Cost to You along with Sales/Use Tax, Freight, and Installation Charges. The data above must be furnished for each item of personal property being leased, loaned, or rented.

If purchase or maintenance options are included in the leases, check this box and provide details on a separate sheet (s), if necessary. If refurbishments, upgrades, or other changes to existing equipment have been made, check this box and provide details on a se parate sheet(s), if necessary.

"CONSUMABLE" PERSONAL PROPERTY EXEMPT FROM TAXATION:

Pursuant to § 39-3-119, C.R.S., personal property classified as "consumable" as defined in ARL Volume 5, Chapter 7, is exempt from taxation and should **NOT** be listed on this declaration. "Consumable" personal property is defined as any asset having a life of one (1) year or less regardless of cost, and any asset with a life longer than one year that has a reasonable original installed cost or market value in use of $350 or less at the time of acquisition. The $350 limitation applies to personal property that is completely assembled and ready to perform the end user's intended purpose(s) and it includes all acquisition costs, installation costs, sales/use taxes and freight expenses.

E. DISPOSITION OF PROPERTY FOR CONTRACTS TERMINATED DURING PREVIOUS YEAR: Complete this section by providing information on the location of property for which leases were terminated in the previous year. You may use the form provided or attach a complete listing. This information **MUST BE REPORTED**.

F. MANUFACTURER/LESSORS: Please read the statements included in this section. Items that were leased during the previous calendar year, but have been returned to the manufacturer for scrapping, substantial reconditioning, renovating, or remanufacturing must be reported to the assessor for the assessment year following the year in which the items were put back into service.

G. LESSORS OF MOTOR VEHICLES OR MOBILE MACHINERY OR EQUIPMENT: If you are a lessor of motor vehicles or mobile machinery or equipment, please provide a list of the items here. Check the box(es) if the listed mobile equipment is licensed or Z-tabbed. Attach a separate list if necessary.

H. ANSWER ALL OF THE QUESTIONS AND PROVIDE SEPARATE LISTINGS IF APPLICABLE.

I. RENEWABLE ENERGY PERSONAL PROPERTY: Check the appropriate boxes regardi ng renewable energy property under your ownership in Colorado. If the RENEWABLE PROPERTY IS OWNED BY YOU, RENEWABLE PROPERTY FORM DS 058 is required to be filed with the assessor.

J. DECLARATION AND SIGNATURE: Print the personal property owner's Federal Employer Identification Number (FEIN) or Social Security Number (SSN). Print name of owner, name of person signing, phone number, and e-mail address. Then sign, date, and return this form to assessor by **April 15th.** § 39-5-107, C.R.S.

State of Colorado
PERSONAL PROPERTY
LESSOR DECLARATION SCHEDULE
(CONFIDENTIAL DATA)

16 DPT-AS Form
DS 060 95-16

DO NOT USE – FOR ASSESSOR ONLY
RECEIVED
COMPLETED
LATE FILING PENALTY APPLIED ☐ YES ☐ NO

RETURN TO COUNTY ASSESSOR

_____ **County**

B.A. CODE	T.A. CODE	SCHEDULE/ACCT. NO.	**Assessment Date**	**Due Date**
			January 1, 2016	**April 15, 2016**

A. NAME AND MAILING ADDRESS (INDICATE ANY CHANGES OR CORRECTIONS)	**BUSINESS NAME AND PHYSICAL LOCATION** OF THE PERSONAL PROPERTY AS OF JANUARY 1, 2016
B. BUSINESS: Start-Up Date ***(at this location)***	Product or Service Provided

C. **BUSINESS STATUS:** (Please check the appropriate boxes ONLY).

☐ NOT CURRENT BUSINESS OWNER. If you are not the current business owner, check here and provide the name and address of the new owner: _____
Date Sold: _____

☐ NEW BUSINESS/ORGANIZATION. You must give a **complete itemized listing** of all personal property. Use the first part of Section D and attach separate sheet(s) if needed. **The assessor may select your business for an audit whether or not you file a declaration schedule.**

☐ EXISTING BUSINESS/ORGANIZATION. Indicate any additions and/or deletions to your listing in Section D.

☐ NEW OWNER OF PREVIOUSLY EXISTING BUSINESS/ORGANIZATION. You must give a complete itemized listing of all personal property acquired in a business purchase. Include additions made prior to Jan. 1 since that purchase.
AS OF JANUARY 1, DID YOUR BUSINESS CEASE OPERATIONS? ☐ Yes ☐ No If yes, please complete below:
☐ Personal Property Sold ☐ Personal Property Stored Date Sold / Stored _____
If sold, Selling Price of Furnishings, Assets, and Equipment Only: $_____
If sold, Name and Contact Information of New Owner of the Personal Property: _____
_____ Phone Number (_____)_____
NOTE: If sold to more than one new owner, please attach a listing of the new owners.

☐ PROPERTY CHANGED LOCATION TO _____ ON (DATE) _____

D. **LEASED, LOANED, OR RENTED PROPERTY: ADDITIONS AND DELETIONS.** Do not list licensed vehicles, mobile equipment with SMM license plates, rental decals, or Z-tabs. LOCATION AND DESCRIPTION OF PROPERTY (COMPLETE THE FOLLOWING SECTION OR ATTACH A LIST).

☐ If NO ADDITIONS, check here; otherwise, list all personal property acquired prior to January 1. **Attach additional sheets if necessary.**
NOTE: Include ALL Expensed Assets with a Life of Greater Than 1 Year, Fully Depreciated Assets Still in Use, and Stored Assets that are Subject to IRS Depreciation.

Name and Address of User	Quantity	Complete Description including Model/Serial Number	Lease Term (From-To)	Monthly Rent	Year Acquired	Sales Price or Original Installed Cost	Month & Year First Placed into Service
1.							
						$ /each	
2.							
						$ /each	

☐ If NO DELETIONS, check here; otherwise, list all personal property sold, traded, or discarded prior to January 1. Attach separate sheet(s) if needed.

Name and Address of User	Quantity	Complete Description including Model/Serial Number	Lease Term (From-To)	Monthly Rent	Year Acquired	Sales Price or Original Installed Cost	Month & Year First Placed into Service
1.							
						$ /each	
2.							
						$ /each	

☐ Purchase or maintenance options are included the total monthly rent shown above. (If checked, attach details on a separate sheet.)

SEE OTHER SIDE
PLEASE COMPLETE SECTION E

E. DISPOSITION OF PROPERTY FOR CONTRACTS TERMINATED DURING PREVIOUS YEAR. MUST BE REPORTED.
(Attach extra sheet(s) if needed).

Customer Name/ Address	Item Description	Lease Amount	Date Terminated	Indicate with "X" Below	
				Return to Owner/Lessor	Purchased By Customer

F. FOR ALL MANUFACTURERS/LESSORS:
Certain equipment that once was inventory may now be taxable. This equipment includes any property that is held for rent or lease and is subject to depreciation UNLESS it is rented for 30 days at a time or less, can be returned at the option of the renter, and for which sales/use tax is collected at sale.

Personal property that was leased during the prior calendar year, but has been returned to the manufacturer for scrapping, substantial reconditioning, renovating, or remanufacturing in accordance with customary practices is exempt if the items were not put back into service as of January 1 of the current assessment year. Manufacturers who have this type of property must report it to the assessor for the assessment year following the year it is put into service.

G. FOR LESSORS OF MOTOR VEHICLES OR MOBILE MACHINERY OR EQUIPMENT
If you are the lessor of motor vehicles or mobile equipment, please complete the section below (or attach a separate list).

Lessee Name and Address	Item Description	Licensed / Z-Tabbed?	Year Acquired	Sale Price or Original Installed Cost
		☐		$
		☐		$

H. PLEASE COMPLETE THE FOLLOWING SECTION:
CHECK HERE
1. ☐ If any of the declared leases are conditional sales contracts. If you checked this box, please attach a list of the conditional sales contract leases.
2. ☐ If all of the declared leases are true leases. If you did NOT check this box, please explain why.
3. ☐ If sales tax has been applied to the declared cost figures.

I. IS THERE ANY RENEWABLE ENERGY PROPERTY (e.g., solar panels, wind turbines, hydroelectric property) UNDER YOUR OWNERSHIP IN COLORADO? ☐ Yes ☐ No, IF YES, PROVIDE LOCATION(S) and COMPLETE THE DS 058 FORM.

_____ _____ _____
_____ _____ _____
_____ _____ _____

J. DECLARATION **THIS RETURN IS SUBJECT TO AUDIT**

"I declare, under penalty of perjury in the second degree, that this schedule, 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 and complete list of all taxable personal property owned by me, or in my possession, or under my control, located in this county, Colorado, on the assessment date of this year; that such property has been reasonably described and its value fairly represented; and that no attempt has been made to mislead the assessor as to its age, quality, quantity, or value." § 39-5-107(2), C.R.S.

PROPERTY OWNER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)/SOCIAL SECURITY NUMBER (SSN) _____

NAME OF OWNER _____

PRINT NAME OF PERSON SIGNING _____ PHONE NUMBER _____

E-MAIL ADDRESS _____ FAX NUMBER _____

SIGNATURE OF OWNER OR AGENT _____ DATE _____

☐ Check here if new agent. If new agent, submit a letter of authorization when filing this form.

PLEASE COMPLETE, SIGN, AND RETURN TO THE ASSESSOR ON OR BEFORE APRIL 15, 2016.
MAKE A COPY FOR YOUR RECORDS.