

BOB HENRIQUEZ  
 HILLSBOROUGH COUNTY PROPERTY APPRAISER  
 311 PAULS DR  
 TAMPA, FL 33511

TANGIBLE PERSONAL PROPERTY TAX RETURN

CONFIDENTIAL

Form 405, R. 01/18

Return to property appraiser by **April 1** to avoid penalty.  
**Hillsborough County, Florida** Tax year **2018**

Business name (DBA-Doing Business As) and mailing address:

Sample Florida DR-405  
 DBA Apples 'N Oranges, Inc.  
 123 Washington Ave  
 2nd address line  
 Orlando, FL 33333

Federal Employer Identification Number **73-9876543**  
 NAICS **123456**

Account number 3923391367 

Line 1 info  
 Line 2 other  
 Line 3 other  
 Line 4 other  
 Line 5 other  
 Line 6 other

If name and address is incorrect please make needed corrections.

1. Owner or person in charge: <u>Mark Johnson</u> Business/corporate name: <u>Sample Florida DR-405</u> Phone: <u>(918) 252-1157 Ext 123456</u>	6. Type or nature of your business: <u>software engineering 12345</u> and also contract software development stuff 12345 Trade levels (check all that apply): <input checked="" type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturing <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Service <input type="checkbox"/> Agriculture <input type="checkbox"/> Leasing/rental <input type="checkbox"/> Other, specify: _____
2. Physical location (no PO Boxes): <u>123 some address</u>	7. Did you file a TPP return in this county last year? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name and location: <u>under this different name</u> <u>in some other place, some other city, county</u>
3. Do you file a TPP tax return under any other name? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name on most recent return or tax bill: The other name I used on my most recent PP bill	8. Former owner of business: <u>Former Business owner name 123</u>
4. Date you began business in this county: <u>03/14/1990</u>	9. If sold, to whom? <u>Fred Barnes - 123 some street. Orlando FL</u> Date sold: <u>10/09/2015</u>
5. Fiscal year end date: <u>06/30/2017</u> If before 12/31 last year, does this return reflect additions/deletions through Dec 31? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Personal Property Summary Schedule - Enter totals from page 2 or from an attached itemized list or depreciation schedule with original cost and date of acquisition.		Taxpayer's Estimate of Fair Market Value	Original Installed Cost	For Property Appraiser Use Only
10	Office furniture and office machines and library	1,931	2,800	
11	EDP equipment, computers, word processors	690	1,000	
12	Store, bar and lounge, and restaurant furniture, equipment, etc.	6,050	15,400	
13	Machinery and manufacturing equipment	22,000	42,500	
14	Farm, grove, and dairy equipment			
15	Professional, medical, dental & laboratory equipment			
16	Hotel, motel, and apartment complex			
16a	Rental units (stove, refrigerator., furniture, drapes and appliances)	242	1,150	
17	Mobile home attachments (carport, utility building, cabana, porch, etc.)			
18	Service station and bulk plant equipment (underground tanks, lifts, tools)			
19	Signs (billboard, pole, wall, portable, directional, etc.)			
20	Leasehold improvements - grouped by type, year of installation and description			
21	Pollution control equipment			
22	Equipment owned by you but rented, leased or held by others	8,600	12,500	
23	Supplies not held for resale	300	450	
24	Renewable energy source devices	1,530	1,800	
25	Other, specify:			
<b>TOTAL PERSONAL PROPERTY</b>		<b>41,343</b>	<b>77,600</b>	

I declare I have read this tax return and the accompanying schedules and statements. The facts in them are true. If prepared by someone other than the taxpayer, the preparer signing this return certifies that this declaration is based on all information he or she has knowledge of.

Signature taxpayer	Marvin Edwards	President	01/11/2018	<input type="checkbox"/> \$25,000 <input type="checkbox"/> Widowed <input type="checkbox"/> Blind <input type="checkbox"/> Total disability <input type="checkbox"/> Other, specify	Less Exemptions
Signature preparer	John Doe Preparer	1234567	01/11/2018		Taxable Value
Address <u>John Doe Company</u> <u>123 CPA Avenue</u> <u>Accountant City, OK 55555</u>					Penalties
Phone <u>(918) 555-1212 Ext 1234</u>				Signature, deputy	Date

Sign and date your return, send the original to the county property appraiser's office by April 1. Unsigned returns cannot be accepted by the appraiser's office. If you are entitled to a widow's, widower's or disability exemption on personal property (not already claimed on real estate) consult your appraiser.

**TANGIBLE PERSONAL PROPERTY**

Report all property owned by you including fully depreciated items still in use.

ASSETS PHYSICALLY REMOVED DURING THE LAST YEAR					
Description	Age	Year Acquired	Taxpayer's Estimate of Fair Market Value	Original Installed Cost	Disposed, sold or traded and to whom?
EDP piece bought used	10	2016	200	300	Sold on Ebay
<b>TOTALS</b>	1 asset removed during the year		<b>200</b>	<b>300</b>	

LEASED, LOANED, OR RENTED EQUIPMENT		Complete if you hold equipment belonging to others.					Lease Purchase Option	
Name and Address of Owner or Lessor	Description	Year Acquired	Year of Manufacture	Monthly Rent	Original Installed Cost	Yes	No	
Bob Jones 333 Main St. Tallahassee	2nd leased item	2017		125	500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marvin Harrison 555 W. Galveston St. Tallahassee 252-1157	Bar stools (20)	2013	1960	300	2,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

SCHEDULE FOR LINE 22, PAGE 1		Equipment owned by you but rented, leased, or held by others. Enter total on page 1.							
Lease Number	Name/address of lessee Actual physical location	Description	Age	Year Acquired	Monthly Rent	Term	Taxpayer's Estimate of Fair Market Value	Cond*	Original Installed Cost New
123	Mark Jones 123 any street <small>Physical Location</small> 33rd and Main Plaze	Forklift I leased	2	2016	200	A	8,600	avg	12,500
<b>Enter TOTALS on Page 1 - Line 22</b>							<b>8,600</b>		<b>12,500</b>

SCHEDULES FOR PAGE 1, LINES 10 - 21 and 23 - 25				Taxpayer's Estimate of Fair Market Value	Condition*	Original Installed Cost	APPRAISER'S USE ONLY	
Line	Description	Age	Year Acquired	Fair Market Value	Condition*	Cost	Condition*	Value
<b>Line 10</b>	End tables in lounge	1	2017	350	avg	500		
	Fans	1	2017	255	avg	300		
	Misc	1	2017	950	avg	1,200		
	Book Shelves	7	2011	376	avg	800		
<b>Enter totals on page 1, line 10.</b>				<b>TOTAL FMV</b>		<b>TOTAL COST</b>	<b>TOTAL</b>	
				<b>1,931</b>		<b>2,800</b>		
<b>Line 11</b>	New EDP asset	2	2016	690	poor	1,000		
<b>Enter totals on page 1, line 11.</b>				<b>TOTAL FMV</b>		<b>TOTAL COST</b>	<b>TOTAL</b>	
				<b>690</b>		<b>1,000</b>		
<b>Line 12</b>	Bar stools (replace broken)	1	2017	350	good	400		
	Original stools (144)	10	2015	5,700	good	15,000		
<b>Enter totals on page 1, line 12.</b>				<b>TOTAL FMV</b>		<b>TOTAL COST</b>	<b>TOTAL</b>	
				<b>6,050</b>		<b>15,400</b>		
<b>Line 13</b>	Lathe - used	12	2014	22,000	good	42,500		
<b>Enter totals on page 1, line 13.</b>				<b>TOTAL FMV</b>		<b>TOTAL COST</b>	<b>TOTAL</b>	
				<b>22,000</b>		<b>42,500</b>		
<b>Line 16a</b>	Stove	13	2013	242	avg	1,150		
<b>Enter totals on page 1, line 16a</b>				<b>TOTAL FMV</b>		<b>TOTAL COST</b>	<b>TOTAL</b>	
				<b>242</b>		<b>1,150</b>		
<b>Line 23</b>	Misc supplies	1	2017	300	avg	450		
<b>Enter totals on page 1, line 23.</b>				<b>TOTAL FMV</b>		<b>TOTAL COST</b>	<b>TOTAL</b>	
				<b>300</b>		<b>450</b>		
<b>Line 24</b>	Renewable whole house battery charger	1	2017	1,530	good	1,800		
<b>Enter totals on page 1, line 24.</b>				<b>TOTAL FMV</b>		<b>TOTAL COST</b>	<b>TOTAL</b>	
				<b>1,530</b>		<b>1,800</b>		

\*Condition: enter good, avg (average), or poor.

**Additions & Deletions - Current Year**

**TAX YEAR 2018**

Name .....: <u>Sample Florida DR-405 (Mark Johnson)</u>	State <u>Florida</u>
Address .....: <u>123 Washingtin Ave, 2nd address line - Orlando, FL 33333</u>	County <u>Hillsborough</u>
Account #.....: <u>3923391367</u>	

ADDITIONS DURING THE CURRENT REPORTING YEAR - 2017						ASSESSOR USE ONLY				
Item Number	10. Office Furniture, Office Machines and Library	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
11	End tables in lounge	2017		500	350					
13	Fans	2017		300	255					
14	Misc	2017		1,200	950					
<b>Additions for 10. Office Furniture, Office Machines and Library</b>				<b>\$2,000</b>	<b>\$1,555</b>					

Item Number	12. Store, Bar and Lounge, and Restaurant Furniture, Equipment, Etc.	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
6	Bar stools (replace broken)	2017		400	350					
<b>Additions for 12. Store, Bar and Lounge, and Restaurant Furniture, Equipmen</b>				<b>\$400</b>	<b>\$350</b>					

Item Number	23. Supplies Not Held for Resale	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
9	Misc supplies	2017		450	300					
<b>Additions for 23. Supplies Not Held for Resale</b>				<b>\$450</b>	<b>\$300</b>					

Item Number	24. Renewable energy source devices	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
17	Renewable whole house battery charger	2017		1,800	1,530					
<b>Additions for 24. Renewable energy source devices</b>				<b>\$1,800</b>	<b>\$1,530</b>					

Item Number	Leased, loaned, and rented equipment	Year Acquired		Cost	FMV	CLASS	LIFE YEARS	% GOOD	DEPR FACTOR	RCLND
		New	Used							
12	2nd leased item	2017		500	450					
<b>Lease Information</b>				Contract # (if applicable): Age of Asset : 0 years Lease Term : A First Year of Lease : 2017 Payment: \$125 Selling Price: \$500						
<b>Additions for Leased, loaned, and rented equipment</b>				<b>\$500</b>	<b>\$450</b>					

**Total Additions Reported for Tax Year 2018** → (cost) **\$5,150** **\$4,185** (fmv) *FMV contains a combination of manual entries and calculations.*

DELETIONS DURING THE CURRENT REPORTING YEAR - 2017						NOT APPLICABLE				
Item Number	11. EDP Equipment, Computers and Word Processors	Year Acquired		Cost	FMV					
		New	Used							
10	EDP piece bought used		2016	300	200					
<b>Deletions for 11. EDP Equipment, Computers and Word Processors</b>				<b>\$300</b>	<b>\$200</b>					

**Total Deletions Reported for Tax Year 2018** → (cost) **\$300** **\$200** (fmv)

Sample Florida DR-405 (Mark Johnson)  
 123 Washingtin Ave, 2nd address line - Orlando, FL 33333

**Asset Listing**  
 Cross-Tab Summary by Category & Year

**Tax  
 Year  
 2018**

**Asset Costs for years 2017 to 2001**

Year	Totals	10. Office Furniture, Office Machines and Library	11. EDP Equipment, Computers and Word	12. Store, Bar and Lounge, and Restaurant Furniture,	13. Machinery and Manufacturing Equipment	16a. Rental Units (Stove, Refrig., Furniture,	22. Equipment owned by you but rented, leased or held by	23. Supplies Not Held for Resale	24. Renewable energy source devices	Leased, loaned, and rented equipment
2017	5,150	2,000		400				450	1,800	500
2016	13,500		1,000				12,500			
2015	15,000			15,000						
2014	42,500				42,500					
2013	3,150					1,150				2,000
2011	800	800								
<b>Totals</b>	<b>80,100</b>	<b>2,800</b>	<b>1,000</b>	<b>15,400</b>	<b>42,500</b>	<b>1,150</b>	<b>12,500</b>	<b>450</b>	<b>1,800</b>	<b>2,500</b>

Sample Florida DR-405 (Mark Johnson)  
 123 Washingt Ave, 2nd address line - Orlando, FL 33333

**Asset Listing**  
 Cross-Tab Summary by Category & Year

Tax  
 Year  
 2018

**Fair Market Values (manual entries)**

Year	Totals	10. Office Furniture, Office Machines and Library	12. Store, Bar and Lounge, and Restaurant Furniture,	13. Machinery and Manufacturing Equipment	22. Equipment owned by you but rented, leased or held by	23. Supplies Not Held for Resale	Leased, loaned, and rented equipment
2017	2,400	1,300	350			300	450
2016	8,600				8,600		
2014	22,000			22,000			
2013	1,250						1,250
<b>Totals</b>	<b>34,250</b>	<b>1,300</b>	<b>350</b>	<b>22,000</b>	<b>8,600</b>	<b>300</b>	<b>1,700</b>

**Fair Market Values of All Assets (calculated)**

Year	Totals	10. Office Furniture, Office Machines and Library	11. EDP Equipment, Computers and Word	12. Store, Bar and Lounge, and Restaurant Furniture,	13. Machinery and Manufacturing Equipment	16a. Rental Units (Stove, Refrig., Furniture,	22. Equipment owned by you but rented, leased or held by	24. Renewable energy source devices
2017	3,570	1,700		340				1,530
2016	9,940		690				9,250	
2015	5,700			5,700				
2014	13,600				13,600			
2013	242					242		
2011	376	376						
<b>Totals</b>	<b>33,428</b>	<b>2,076</b>	<b>690</b>	<b>6,040</b>	<b>13,600</b>	<b>242</b>	<b>9,250</b>	<b>1,530</b>

Calculations are based on Cost, Age, Life and PV%

Item#	Description	Year Acq	New/Used	Cond	L F	PV %	Cost	Calced FMV	Manual FMV	Category
<b>10. Office Furniture, Office Machines and Library</b>										
11	End tables in lounge	2017	N-1	A	10	85	500	425	350	10. Office Furniture, Office Machine
13	Fans	2017	N-1	A	10	85	300	255		10. Office Furniture, Office Machine
14	Misc	2017	N-1	A	10	85	1,200	1,020	950	10. Office Furniture, Office Machine
<b>Total for 2017</b>							<b>2,000</b>	<b>1,700</b>	<b>1,300</b>	(FMV)
4	Book Shelves	2011	N-7	A	10	47	800	376		10. Office Furniture, Office Machine
<b>Total Cost for 10. Office Furniture, Office Machines and Library</b>							<b>\$2,800</b>	<b>\$2,076</b>	<b>\$1,300</b>	(FMV)
<b>11. EDP Equipment, Computers and Word Processors</b>										
1	New EDP asset	2016	N-2	P	5	69	1,000	690		11. EDP Equipment, Computers an
<b>Total Cost for 11. EDP Equipment, Computers and Word Processors</b>							<b>\$1,000</b>	<b>\$690</b>		
<b>12. Store, Bar and Lounge, and Restaurant Furniture, Equipment, Etc.</b>										
6	Bar stools (replace broken)	2017	N-1	G	10	85	400	340	350	12. Store, Bar and Lounge, and Re
7	Original stools (144)	2015	U-10	G	10	38	15,000	5,700		12. Store, Bar and Lounge, and Re
<b>Total Cost for 12. Store, Bar and Lounge, and Restaurant Furniture, Equipment, Etc.</b>							<b>\$15,400</b>	<b>\$6,040</b>	<b>\$350</b>	(FMV)
<b>13. Machinery and Manufacturing Equipment</b>										
16	Lathe - used	2014	U-12	G	12	32	42,500	13,600	22,000	13. Machinery and Manufacturing E
<b>Total Cost for 13. Machinery and Manufacturing Equipment</b>							<b>\$42,500</b>	<b>\$13,600</b>	<b>\$22,000</b>	(FMV)
<b>16a. Rental Units (Stove, Refrig., Furniture, Drapes and Appliances)</b>										
8	Stove	2013	U-13	A	8	21	1,150	242		16a. Rental Units (Stove, Refrig., F
<b>Total Cost for 16a. Rental Units (Stove, Refrig., Furniture, Drapes and Appliances)</b>							<b>\$1,150</b>	<b>\$242</b>		
<b>22. Equipment owned by you but rented, leased or held by others</b>										
2	Forklift l leased	2016	N-2	A	10	74	12,500	9,250	8,600	22. Equipment owned by you but re
Lease/Consignment Info:		Mark Jones, 123 any street Contract#: 123                      Term : A                      Payment/Rent : \$200                      Age: 0								
<b>Total Cost for 22. Equipment owned by you but rented, leased or held by others</b>							<b>\$12,500</b>	<b>\$9,250</b>	<b>\$8,600</b>	(FMV)
<b>23. Supplies Not Held for Resale</b>										
9	Misc supplies	2017	N-1	A			450		300	23. Supplies Not Held for Resale
<b>Total Cost for 23. Supplies Not Held for Resale</b>							<b>\$450</b>		<b>\$300</b>	(FMV)
<b>24. Renewable energy source devices</b>										
17	Renewable whole house battery charger	2017	N-1	G	10	85	1,800	1,530		24. Renewable energy source devi
<b>Total Cost for 24. Renewable energy source devices</b>							<b>\$1,800</b>	<b>\$1,530</b>		
<b>Leased, loaned, and rented equipment</b>										
12	2nd leased item	2017	N-1	A			500		450	Leased, loaned, and rented equipr
Lease/Consignment Info:		Bob Jones, 333 Main St. Tallahassee Term : A                      Payment/Rent : \$125                      First Year of Lease : 2017                      Age: 0								
3	Bar stools (20)	2013	U-13	G			2,000		1,250	Leased, loaned, and rented equipr
Lease/Consignment Info:		Marvin Harrison, 555 W. Galveston St. Tallahassee 252-1157 Contract#: Abx321                      Term : 36                      Payment/Rent : \$300                      First Year of Lease : 2013                      Age: 3								
<b>Total Cost for Leased, loaned, and rented equipment</b>							<b>\$2,500</b>		<b>\$1,700</b>	(FMV)
<b>Grand Totals for All 14 Assets</b>							<b>\$80,100</b>	<b>\$33,428</b>	<b>\$34,250</b>	(FMV)

Total(s) may include assets leased from others.

**INSTRUCTIONS**

Complete this form if you own property used for commercial purposes that is not included in the assessed value of your business' real property. This may include office furniture, computers, tools, supplies, machines, and leasehold improvements. Return this to your property appraiser's office by April 1. Keep a copy for your records.

Report your summary totals on page 1. Use page 2 or an attached, itemized list with original cost and date acquired for each item to provide the details for each category. Contact your local property appraiser if you have questions.

If you ask, the property appraiser will give you an extension for 30 days and may grant an additional 15 days. You must ask for the extension in time for the property appraiser to consider the request and act on it before April 1.

Each return is eligible for an exemption up to \$25,000. By filing a DR-405 on time you automatically apply for the exemption. If you do not file on time, Florida Law provides for the loss of the \$25,000 exemption.

**WHAT TO REPORT**

**LOCATION OF PERSONAL PROPERTY**

**Include on your return:**

1. Tangible Personal Property. Goods, chattels, and other articles of value (except certain vehicles) that can be manually possessed and whose chief value is intrinsic to the article itself.
2. Inventory held for lease. *Examples:* equipment, furniture, or fixtures after their first lease or rental.
3. Equipment on some vehicles. *Examples:* power cranes, air compressors, and other equipment used primarily as a tool rather than a hauling vehicle.
4. Property personally owned, but used in the business.
5. Fully depreciated items, whether written off or not. Report at original cost.

Report all property located in this county on January 1. You must file a single return for each site in the county where you transact business. If you have freestanding property at multiple sites other than where you transact business, file a separate, but single, return for all such property located in the county.

Examples of freestanding property at multiple sites include vending and amusement machines, LP/propane tanks, utility and cable company property, billboards, leased equipment, and similar property not customarily located in the offices, stores, or plants of the owner, but is placed throughout the county.

**Do not include:**

1. Intangible Personal Property. *Examples:* money, all evidence of debt owed to the taxpayer, all evidence of ownership in a corporation.
2. Household Goods. *Examples:* wearing apparel, appliances, furniture, and other items ordinarily found in the home and used for the comfort of the owner and his family, and not used for commercial purposes.
3. Most automobiles, trucks, and other licensed vehicles. See 3 above.
4. Inventory that is for sale as part of your business. Items commonly referred to as goods, wares, and merchandise that are held for sale. Also, inventory is construction and agricultural equipment weighing 1,000 pounds or more that is returned to a dealership under a rent-to-purchase option and held for sale to customers in the ordinary course of business. See section 192.001(11)(c). Florida Statutes.

**PENALTIES**

**Failure to file** - 25% of the total tax levied against the property for each year that no return is filed

**Filing late** - 5% of the total tax levied against the property covered by that return for each year, each month, and part of a month, that a return is late, but not more than 25% of the total tax.

**Unlisted property** - 15% of the tax attributable to the omitted property.

**RELATED FLORIDA TAX LAWS**

- 192.042, F.S. - Assessment date: Jan 1
- 193.052, F.S. - Filing requirement
- 193.062, F.S. - Filing date: April 1
- 193.063, F.S. - Extensions for filing
- 193.072, F.S. - Penalties
- 193.074, F.S. - Confidentiality
- 195.027(4), F.S. - Return Requirements
- 196.183, F.S. - \$25,000 Exemption
- 837.06, F.S. - False Official Statements

See line and column instructions on page 4.

## LINE INSTRUCTIONS

Within each section, group your assets by year of acquisition. List each item of property separately except for "classes" of personal property. A class is a group of items substantially similar in function, use, and age.

### **Line 14 - Farm, Grove, and Dairy Equipment**

List all types of agricultural equipment you owned on January 1. Describe property by type, manufacturer, model number, and year acquired. *Examples:* bulldozers, draglines, mowers, balers, tractors, all types of dairy equipment, pumps, irrigation pipe - show feet of main line and sprinklers, hand and power sprayers, heaters, discs, fertilizer distributors.

### **Line 16 and 16a - Hotel, Motel, Apartment and Rental Units (Household Goods)**

List all household goods. *Examples:* furniture, appliances, and equipment used in rental or other commercial property. Both residents and nonresidents must report if a house, condo, apartment, etc. is rented at any time during the year.

### **Line 17 - Mobile Home Attachments**

For each type of mobile home attachment (awnings, carports, patio roofs, trailer covers, screened porches or rooms, cabanas, open porches, utility rooms, etc.), enter the number of items you owned on January 1, the year of purchase, the size (length X width), and the original installed cost.

### **Line 20 - Leasehold Improvements, Physical Modifications to Leased Property**

If you have made any improvements, including modifications and additions, to property that you leased, list the original cost of the improvements. Group them by type and year of installation. *Examples:* slat walls, carpeting, paneling, shelving, cabinets. Attach an itemized list or depreciation schedule of the individual improvements.

### **Line 22 - Owned by you but rented to another**

Enter any equipment you own that is on a loan, rental, or lease basis to others.

### **Line 23 - Supplies**

Enter the average cost of supplies that are on hand. Include expensed supplies, such as stationery and janitorial supplies, linens, and silverware, which you may not have recorded separately on your books. Include items you carry in your inventory account but **do not** meet the definition of "inventory" subject to exemption.

### **Line 24 - Renewable Energy Source Devices**

List all renewable energy source devices as defined in section 193.624, Florida Statutes. Section 196.182, F.S., provides an exemption to renewable energy source devices considered tangible personal property. The exemption is granted based on a percentage of value, when the devices are installed, and what type of property the devices are installed on.

## COLUMN INSTRUCTIONS

List all items of furniture, fixtures, all machinery, equipment, supplies, and certain types of equipment attached to mobile homes. For each item, you must report your estimate of the current fair market value and condition of the item (good, average, poor). Enter all expensed items at original installed cost. Do not use "various" or "same as last year" in any of the columns. These are not adequate responses and may subject you to penalties for failure to file.

### **Taxpayer's Estimate of Fair Market Value**

You must report the taxpayer's estimate of fair market value of the property in the columns labeled "Taxpayer's Estimate of Fair Market Value." The amount reported is your estimate of the current fair market value of the property.

### **Original Installed Cost**

Report 100% of the original total cost of the property in the columns labeled "Original Installed Cost." This cost includes sales tax, transportation, handling, and installation charges, if incurred. Enter only unadjusted figures in "Original Installed Cost" columns.

The original cost must include the total original installed cost of your equipment, before any allowance for depreciation. Include sales tax, freight-in, handling, and installation costs. If you deducted a trade-in from the invoice price, enter the invoice price. Add back investment credits taken for federal income tax if you deducted those from the original cost. Include all fully depreciated items at original cost, whether written off or not.

### **Assets Physically Removed**

If you physically removed assets last year, complete the columns in the first section of page 2. If you sold, traded, or gave property to another business or person, include the name in the last column.

### **Leased, Loaned, and Rented Equipment**

If you borrowed, rented, or leased equipment from others, enter the name and address of the owner or lessor in the second section of page 2. Include a description of the equipment, year you acquired it, year of manufacture (if known), the monthly rent, the amount it would have originally cost had you bought it new, and indicate if you have an option to buy the equipment at the end of the term.