

# **Personal Property Questionnaire and Listing Affidavit**

Anyone operating a business in Franklin County is required each year to provide a listing of personal property to the Assessor's Office for assessment and taxation purposes.



## **Franklin County Assessor**

1016 N 4th  
Pasco WA 99301  
(509) 545-3506

This form must be completed, dated, signed, and returned by April 30.

**IMPORTANT - DO NOT DESTROY**  
PERSONAL PROPERTY AFFIDAVIT  
RETURN BY APRIL 30



**Do not include any leased equipment in depreciable assets above. Please list below or on an attached sheet.**

Lessor's Name & Address	Equipment	Cost	Lease Date	Lease Term	Monthly Rent

Supplies: \$ \_\_\_\_\_ (List a monthly average for items such as paper, ledger books, business cards, toner disks etc.)

**Leasehold Improvements**

Description of Improvements	Cost	Year Installed

Date \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Term \_\_\_\_\_ Renewal Option (years) \_\_\_\_\_  
 Lessor \_\_\_\_\_

**Condition of Lease**

Do leasehold improvements become the property of lessor at time of installation?  Yes  No  
 If "no", do leasehold improvements revert to lessor at termination of lease?  Yes  No  
 Upon completion of the lease term, is removal of the leasehold improvements required?  Yes  No

*I declare under penalty of perjury that this return (including any accompanying schedules and statements) has been examined by me, and to the best of my knowledge and belief is a true, correct and complete listing of all taxable personal property (including consigned goods and leased equipment) in Franklin County, owned, held, or controlled by me.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ UBI# \_\_\_\_\_ Phone # \_\_\_\_\_

This form is provided to new businesses for the purpose of reporting personal property data as required by Washington State Law. (RCW 84.40.020 and 84.40.040)

Every sole proprietorship, corporation, association, partnership, trust, or estate is required to list all personal property which is under their ownership, possession, or control on January 1<sup>st</sup> of each assessment year.

The information reported on each affidavit will be used as the basis for determining the assessed valuation of personal property applicable to your business. You will be notified by mail of the value established by the Assessor's Office. This value will be the basis for taxes payable next year. A new affidavit will be mailed to you each January to report any additions or deletions of Personal Property.

All businesses are subject to a physical audit of their personal property by the Franklin County Assessor or the Washington State Department of Revenue.

The Assessor may estimate an assessed value and apply penalties on businesses that fail to complete and return this form.

Licensed passenger vehicles, household goods and furnishings, and all personal effects held by any person and not used in the operation of a business, are exempt from taxation and should not be listed.

***Information provided is for assessment purposes only and is maintained as confidential information.***