

Personal Property Reporting Form Instructions

Appendix 1 - Use the Furniture, Fixtures and Lease, Rental Equipment table to report these types of equipment. Include a description of each item i.e. desks, shelving, etc.

Furniture, Fixtures

Computer Systems / Computerized Equip / Video Gambling / Video Game Machines / Intangible Software / ATMs not built-in	Bill Boards / Car Wash Equip / Chairs including medical & dental/ Desks / File Cabinets / Garbage Containers / Gas Pumps / Mortuary Equip / Photo Developing Equip / Pictures / Portapotties / Safes / Security Alarm Systems / Shelving / Stereo Equip / Survey Equip / Tables including medical & dental / Theater Furniture and Equip / Misc Furniture and Fixtures
Accounting, Addressing Machines / Calculators / Cash Registers/ Electronic, Fax, Office, Photocopy, Postage, Time Recording, Transcribing and Vending Machines / Jukeboxes / Typewriters / One Hour Photo Processors	Tools, hand-held / Tools, non hand-held (compressors, jacks, welders, etc.) used for repair or maintenance including but not limited to automobile repair, jewelry & office machine repair and tools used by carpenters, electricians, plumbers, contractors, etc.
Intercom Equip / Microphones & Sound Equip / Telephone Systems including PBX type systems	Citizen Band Radios / Mobile, Cellular Telephones
Specialized Medical and Dental Equip including hand tools, drills etc, but <i>not</i> medical chairs and tables	Cable TV Miles of Coaxial Cable / Cable Service Drops / Towers/ Dishes / All other Cable TV Equip
Apartment, Rental, Hotel, Motel Furniture including hotel-motel linens / Nursing Home Furniture including equipment and fixtures	Theater Projectors and Sound Equip / Radio, Television Broadcasting Equip
Barber, Beauty Shop Equip <i>except</i> beauty and barber chairs / Cameras including digital and computerized / Carpet Shampoo Equip / Ceramic Molds / Coin Operated Washer & Dryers / Electronic Testing Equip / Janitorial Equip / Tanning, Toning beds, booths and tables / Video Equip and Tapes other than leased and rental property / Specialized Equipment	Ski Lift Equip including but not limited to aerial lifts, surface lifts, portable lifts and tows, towers, cables, ropes, sheave assemblies, conveying devices, power units and accessories
Bar, Restaurant Equipment including dishes and silverware /	

Appendix 2 – Use the Lease, Rental Equipment table to report equipment that your business leases or rents to others on an hourly daily, weekly, semi-monthly or monthly basis. Include a description of each item or group of items.

Enter an X in the ***Meets lease/rental criteria*** column if the equipment meets **all** of the following criteria.

- Lease and rental property owned by commercial establishment whose primary business is the leasing and renting of property on an hourly, daily or weekly, semi-monthly or monthly basis.
- No one customer accounts for more than 10% of the total rental during a calendar year.
- The acquired cost of each rental item is less than \$15,000.

Personal Property Reporting Form Instructions

Appendix 3 - Use the Farm, Ranch Equipment table to report the following types of equipment.

Provide a description of each item including options i.e. 4 wheel drive, EROPs. Report attachments i.e. bucket, blade, etc. Complete each column that applies. Please specify the size, number of rows, length, width, etc as indicated below.

The year new indicates the year manufactured, if you're unsure please provide your best estimate.

Farm, Ranch Equipment

Tractor / Combine / Combine Header / Corn Picker / Baler
(indicate motor or PTO) / Forage Harvester / Mower Conditioner/
Swather (indicate pull-type or self propelled) / Rotary Cutter /
Haybine / Skid Steer

Cattle Chute / Portable Corral (*report # of feet*) / Post Hole
Digger (indicate PTO or hydraulic) / Post Driver / Snow Blower
(indicate front end or PTO) / Stock Watering Tank / Squeeze
Chute / Stationary Engine (*report HP*) / Electric Motor / Liquid
Fertilizer Tank / Portable Scale / Buncher / Planter / Hay Rack /
Wagon or Trailer / Hammermill / Fuel, Water, Propane Tank
(*report # of gallons*) / Pickup Loader / Grain Dryer / Seed
Cleaner / Egg Equipment / Honey Extraction Equipment / Bee
Hives, Boards (*report quantity*) / Miscellaneous Farm Equip

Ditcher (indicate pull-type or 3 point) / Rock Picker (indicate
prong or reel) / Dozer Front/ Blade (rear-mount) / Leveler / Grain
Drill (indicate disc or hoe and with or without fertilizer) / Grain
Drill Hitch (indicate number of units) / Drill Transporter / Row
Crop Planter / Air Seeder (*report size* and indicate with or
without cultivator) / Rod Weeder (indicate attached or on
wheels) / Cultivator (*report # of rows*) / Tool Bar (*report # of
shanks*) / Sub Soiler / Chisel Plow (indicate if rigid or flexible) /

Disc / Harrow (drag) / Spring Tooth (indicate attached or on
wheels) / Plow (indicate if spinner or oneway) / Trailer (semi-
mounted) / Nobel Blade / Land Packer / Sprayer (indicate
coupe, field, skid or tractor mount; *report # of gallons and boom
width*) / Fertilizer Attachment (indicate dry or liquid) / Forage
Equipment / Forage Blower / Bale Stacker / Bale Accumulator /
Loose Stacker / Stack Mover / Stack Feeder / Mower (*report
length in feet*) / Wheel Rake (*report # of wheels*) / Side Delivery
Rake / Bale Wagon / Grinder Mixer (*report # of bushels*) / Self
Feeder Wagon / Bale Feeder (indicate whether square or round
tubing) / Beet Harvester (*report # of rows*) / Beet Thinner
(*report # of rows*) / Beet Topper (*report # of rows*) / Beet
Defoliator (*report # of rows*) / Potato Planter / Potato Digger /
Potato Harvester / Grain Auger (*report length & diameter*,
indicate if PTO) / Drill Filler (indicate with or without auger) /
Manure Spreader / Bale Loader / Backhoe Attachment /
Manure Loader / Loader Attachment / Hydraulic Farmhand
(*report cubic feet*) / Milking Equipment (*report size*) / Milking
Machine (*report size*) / Milk Cooling Tank (*report # of gallons*)

Personal Property Reporting Form Instructions

Appendix 4 - Use this table to report Heavy Equipment.

Provide a description of each item including options i.e. 4 wheel drive, EROPs.

Report attachments i.e. bucket, blade, etc. Complete each column that applies.

The year new indicates the year manufactured, if you're unsure please provide your best estimate.

Heavy Equipment

Air Equipment / Asphalt Finisher / Crushing Equipment / Ditcher/
Forestry Equipment / Pump / Compaction Equipment / Wheel
Loader / Wheel Tractor / Crawler Loader / Crawler Tractor /
Motor Scraper / Grader / Tractor Loader-Backhoe / Skid Steer
Loader / Crane (mechanical excavator) / Crane (truck) / Crane
(tower) / Crane (hydraulic) / Excavator (hydraulic) / Excavator
(wheel) / Bucket / Pile Driving Equipment / Belt Loader /
Concrete Equipment / Sweeper & Broom / Generator / Road
Maintenance Equipment / Personnel & Maintenance Lifts / Off-
Highway Hauling Units / Truck (Rear Dump) / Truck (Chassis
Cab) / Trailer (Allied Attachment) / Haul Units (indicate rear or
bottom dump) / Haul Units (coal hauler) / Prime Movers /

Trailer (indicate end, bottom or side dump) / Trailer (coal
hauler) / Trailer (water) / Trailer (equipment) / Tires / Lift Truck /
Tamper / Screen Plant / Fork Lift / Pallet Truck / Backhoe /
Dozer / Hoist / Drills / Attachments / Welder / Batch Plant /
Dewaterer / Boiler / Fertilizer Spreader / Fertilizer Tender /
Nurse Tank / Paver / Roller / Light Plant / Dragline - Electric
Shovel / Blade / Snow Blade / Grapple / Ripper – Scarifier /
Locomotive / Trackmobile / Log Stacker / Log Loader / Crane /
Straddle Carrier / Personnel Carrier / Skidder / Auger / Fertilizer
Applicator / Fertilizer Sprayer / Scale / Silo / Tank / Wash Plant/
Bandwagon / Miscellaneous Heavy Equipment

Appendix 5 - Use this table to report Manufacturing & Mining Equipment.

If you operate a business such as a bakery, newspaper, sawmill or meat packing plant that alters or assembles raw materials or goods into a marketable product you should report your machinery that is used for manufacturing, processing, packaging, printing, etc. on this table. **Include a description of each item and complete each column.**

The year new indicates the year manufactured, if you're unsure please provide your best estimate.

Personal Property Reporting Form Instructions

Appendix 6 - Oil & Gas Equipment

Oil & Gas Equipment Location, please complete a separate form for each location. This page may be copied as needed.

Field, Well Name _____ Rig # _____ Sec _____ Twp _____ Rge _____

Oil _____ Gas _____ Oil & Gas _____

Reported by _____ County _____ Date _____

Use the table below to report Oil & Gas Rigs and Equipment.

- **Drill Rigs, Workover and Service Rigs**
- **Seismograph Units**, report the computerized portion in the furniture & fixtures table.
- **Seismograph Allied Equipment** includes but is not limited to geophones, cables, recorders, magnetometers, radiometers, etc.
- **Oil & Gas Field Equipment** includes but is not limited to well heads, valves, pumping units, triplexes or surface production, lift equipment, recirculating pumps, motors, engines, drive units, treaters, heaters, knockouts, separators, conditioning equipment, scrubbing units, tanks, walkways, stairs, storage facilities, lact or sales equipment, recycle, testing, injection, re-pressuring, secondary or tertiary recovery, extraction facilities, etc, meter provers, perforators, acidizers, logging units and winches.
- **Flowlines, Gathering Lines, Oil & Gas Field Processing Tanks**
- **Related Oilfield Equipment** office, warehouse and utility buildings, meter houses, frost boxes, etc.
- **Workover & Service Rig Allied Equipment**, report it here if it has not been included in the reported cost of the rig.

For dept use only	Qty	Description	Year Built / Manuf	Make / Model	Serial #	Depth Rating	Drill / Service or Workover	Mech or Electric	Year Acquired	Acquired Cost

Personal Property Reporting Form Instructions

Appendix 7 - Property Owned by Others and Taxable to Them

Use this page to report property in your possession that is owned by and taxable to someone else.

Report livestock which is owned by someone else that is in your possession on February 1, 2011.

This page may be copied as needed.

Reported by _____ County _____ Date _____

Equipment Owned by Others and Taxable to Them

Name _____

Mailing Address _____

Type of Equipment _____

Year New _____ Selling Price New _____

Make _____ Model _____

Date of Lease _____ Length of Lease _____

Taxable to: Lessee _____ Lessor _____

Name _____

Mailing Address _____

Type of Equipment _____

Year New _____ Selling Price New _____

Make _____ Model _____

Date of Lease _____ Length of Lease _____

Taxable to: Lessee _____ Lessor _____

Livestock Owned by Others

Name _____

Mailing Address _____

Type of Livestock _____ Number _____

Name _____

Mailing Address _____

Type of Livestock _____ Number _____

Name _____

Mailing Address _____

Type of Livestock _____ Number _____