

Town of Mansfield  
Assessor's Office  
4 South Eagleville Road  
Storrs, CT 06268

## Return Service Requested

### Mansfield, Connecticut 2016 Declaration of Personal Property – Short Form

**Who Should File :** All owners of taxable personal property. If you no longer own the above noted business or personal property assessed in your name last year, you need only to complete the AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS below and return this declaration to the Assessor. If you do not, the Assessor must assume that you are still operating the business or still own and have failed to declare your taxable personal property.

**Complete:** Complete the entire declaration. Writing "Same as last year" is not acceptable. Do not forget the DETAILED LISTING OF DISPOSED ASSETS REPORT (page 2) and the LESSEE'S LISTING REPORT (page 4).

**Signature Required:** The owners shall sign the DECLARATION OF PERSONAL PROPERTY AFFIDAVIT (page 4). The owner's agent may sign the

declaration, in which case the declaration must be duly sworn to or notarized.

**Extension:** The Assessor may grant a filing extension *for good cause* (CGS §12-42). If a request for an extension is needed, you need to contact the Assessor in writing by November 1 (or the Monday following if November 1 falls on Saturday or Sunday)

**Penalty for late filing –** Failure to file timely will result in a penalty equal to 25% of the assessment of the personal property. This declaration must be filed or postmarked (as defined in C.G.S. Sec. 1-2a) no later than:

**Tuesday, November 1, 2016**

**Mansfield's Assessor's Office Closes at 4:30 P.M.**

The Town of Mansfield includes Storrs

**Direct questions concerning declaration to the Assessor's Office at:**

Ph: 860-429-3311 Fax: 860-429-7785 Web: [www.mansfieldct.gov](http://www.mansfieldct.gov)

**Hand deliver declaration to**

Town of Mansfield  
Assessor's Office  
4 South Eagleville Road  
Storrs, CT

**Mail declaration to:**

Town of Mansfield  
Assessor's Office  
4 South Eagleville Road  
Storrs, CT 06268-2599

**Check Off List:**

- Read instructions
- Complete appropriate sections
- Complete exemption applications
- Complete disposed asset report
- Corporations complete all of page 3
- Make a copy for your records
- Sign, date & witness as required on page 4
- Return by November 1, 2016

#### AFFIDAVIT OF BUSINESS TERMINATION OR MOVE OR SALE OF BUSINESS OR PROPERTY

I \_\_\_\_\_ of \_\_\_\_\_ at \_\_\_\_\_

Business or property owners name

Business Name (if applicable)

Street location in «Town»

With regards to said business or property I do so certify that on \_\_\_\_\_ Said business or property was (indicate which one by circling):

Date

SOLD TO:

Name

Address

MOVED TO:

City/Town and State to where business or property was moved

Address

TERMINATED:

Attach Bill of Sale or Letter of dissolution to this form and return it with this affidavit to the Assessor's office

The signer is made aware that the penalty for making a false affidavit is a \$500.00 fine or imprisonment for one year or both.

Signature

Print name

This form may NOT be used by utility companies, telecommunication companies, lessors, or persons claiming manufacturing machinery and equipment (Codes 10 or 13)