

Westport Business Owner Information

Personal Property Declaration FAQ's

Who needs to file a Personal Property Declaration?

Connecticut General Statute §12-71 requires that all business owners with assets within the Town, are required to file a Personal Property Declaration with the Westport Assessor's Office. All residents and non-residents with a proprietorship, partnership, corporation, or are self-employed, must file a Declaration each year.

What is Personal Property?

Personal property is considered all tangible property that can be touched or moved, such as equipment, furniture, and other actual possessions including all goods, chattels, effects or interest therein that are used to conduct business, as well as leasehold improvements.

How can I obtain a Personal Property Declaration?

During September of each year, Personal Property Declarations are available to each business owner from the Assessor's Office and on our website. If you do not receive a form, please contact our office.

What is the filing deadline for Personal Property Declarations?

All declarations are due back to the Assessor's office by November 1st each year.

What do I need to declare on my Personal Property Declaration?

The Declaration should include a complete and accurate description of all personal property used to conduct your business as of October 1st. Examples include: office furniture and equipment such as desks, chairs, filing cabinets, computers, printers, copiers, postage machines, partitions, shelving, racks, displays, telephones (landlines or cell), fax machines, machinery, tools, leasehold improvements, etc.

Why are Leasehold Improvements listed on the Personal Property Declaration?

The term 'leasehold improvement' refers to any improvement made by the lessee and are classified as either real or personal, depending on the nature of the upgrade. If improvements made are specific to particular tenant, and are not reflected on the real property card, they should be declared on the Personal Property Declaration under Code #24a.

What about items that are fully depreciated?

If items are still owned by the business they should be declared, even items that have fully depreciated for IRS purposes.

Are extensions granted if I am unable to complete the Declaration in a timely manner?

All requests for a filing extension must be submitted in writing to the Assessor prior to November 1st and are granted for good cause.

Are Personal Property Declarations made public?

No. Connecticut General Statute §12-41 says that any commercial or financial information contained in any Personal Property Declaration shall *not* be open for public inspection.

What happens if I file my Declaration after November 1st?

Connecticut General Statutes requires the Assessor to apply a 25% penalty to any business that files its' Declaration after November 1st, unless the Assessor has granted an extension.

What if I don't file my Declaration?

When a declaration is not filed by November 1st, the Assessor is required to place an assessment on the property. This assessment represents an estimate based on the value of businesses with similar equipment and assets. Being assessed does not alleviate your responsibility to file an accurate Declaration and you will be penalized 25% for failure to file.

Personal Property Assessment Guide



Assessor's Office

Westport Town Hall
110 Myrtle Avenue
Westport, CT 06880
Phone: (203) 341-1070
Fax: (203) 341-1136

www.westportct.gov

Hours:
Monday to Friday
8:30 a.m. to 4:30 p.m.

****Important Dates** to Remember**

October 1st
Assessment Date

November 1st
Deadline to file Personal Property
Declaration, or make a written request
for an extension

January to February
Notice of new assessments are mailed
to business owners

July 1st
Tax bills are due

**For any additional questions,
please contact the Assessor's Office,
or visit our website at www.westportct.gov**

Paul Friia, CCMA II
Assessor

Overview

The Town of Westport is pleased that you have chosen our Town to conduct your business.

This brochure has been designed to assist local business owners and their affiliates to better understand the laws and requirements associated with the Personal Property Declaration.

This pamphlet is intended to highlight the business owners' responsibilities with an overall goal of providing fair and equitable assessments.

www.westportct.gov