FAULKNER COUNTY ASSESSOR’S OFFICE
COMMERCIAL PERSONAL PROPERTY
RENDITION FORM INSTRUCTIONS

BUSINESS INFORMATION / OWNER INFORMATION: Please provide all information requested and be sure to include an e-mail address for the contact person if we do not have one.

SECTION A: Please complete this section in its entirety only if it applies to you.

SECTION B: This section is for only those vehicles, trailers, etc. that are titled under the name of the business. Please do not include your personal vehicles.

SECTION C: Please carefully review this section. This section is to include all tangible personal property which consists primarily of fixed assets (everything within the business that is used to conduct the business including all furniture, computers, printers, phones, etc. to the contents of warehouses, storerooms, kitchens, and breakrooms – everything under the roof of the business). You do not have to provide model numbers but the year in which you purchased the item is essential as well as the purchase price. For those assets you see listed, we have the purchase prices you initially reported so you do not have to fill those in, but please be sure to edit the list if you have disposed of anything or purchased new assets that are not on the list. Please contact us if you have questions as to what should be rendered.

SECTIONS D & E: Please complete these sections only if they apply to you.

SECTION F: This section is for anything you are leasing such as copiers, drink machines, equipment, etc. It is the responsibility of the leasing company to report and assess these items so any contact information you can provide would be most appreciated.

SECTION G: Please provide your average Supplies on Line 2 and your average Inventory on Line 3. (Manufacturers see Section H)

SECTION H: This section is for Manufacturers Only.

Please sign and date in the signature box and feel free to attach your own list, or spreadsheet, if more room is needed than the form provides.

You may assess online by going to faulknercounty.org/assessor and click on the yellow ribbon to assess Commercial Personal Property online. Please e-mail us if you have questions regarding this process – sharon.clack@faulknercounty.org or steve.sutterfield@faulknercounty.org

TO AVOID A 10% LATE PENALTY, RETURN YOUR COMPLETED FORM BY MAY 31ST