Town of Salem Assessor's Office 270 Hartford Rd Salem, CT 06420-3813

Salem, Connecticut 2019 Declaration of Personal Property

Filing Requirement – This declaration must be filed with the Assessor of the town where the personal property is located. Declarations of personal property shall be made annually.

If you no longer own the above noted business or personal property assessed in your name last year, you do not need to complete this declaration. You must, however, return this declaration to the Assessor and provide information related to the name of the new owner of the property or the date your business ceased or to where you moved the business (see Affidavit below). Otherwise, the Assessor must assume that you are still operating the business and still own and have failed to declare your taxable personal property.

	of	at
Business or propert		
With regards to s	aid business or property I do so certify that on	Said business or property was (indicate which one by circling
-	Da	te
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 sig	ner is made aware that the penalty for making a false	affidavit is a \$500.00 fine or imprisonment for one year or both.
5		
Signature		Print name

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 & as referenced in Sec. 12-41(d)) no later than:

Friday, November 1, 2019

Salem Assessor's Office Hours are Mon-Wed 8AM-5PM. Thursday 8AM-6PM. Closed Fridays.

INSTRUCTIONS: As per CGS 12-63, the Assessor must determine the "present true and actual value" and in determining such value may use the accepted methods of comparable sales, cost less depreciation and income capitalization.

Not all sections are applicable to every business. Please read the following instructions and complete all relevant sections.

Who Should File --

All owners of taxable personal property.

Declaration -

- 1. Owners of:
 - a. Non-Connecticut registered motor vehicles
 - b. Horses, ponies and thoroughbreds
 - c. Mobile manufactured home -not assessed as real estate
- Businesses, occupations, farmers, and professionals need to complete: (Commercial and cost information is not open to public inspection)
 - Business Data (page 3).
 - Lessee's Listing Report (page 4).
 - Disposal, Sale or Transfer of Property Report (page 4)
 - Taxable Property Information (pages 5-7).
 - Sign the Declaration of Personal Property Affidavit on page 8.
- 3. Lessors need to complete: (Commercial and cost information is not open to public inspection)
 - Business Data (page 3).
 - Lessor's Listing Report (page 3)
 - Disposal, Sale or Transfer of Property Report (page 4)
 - Taxable Property Information (pages 5-7).
 - Sign the Declaration of Personal Property Affidavit on page 8.

Filing Requirements -

- 1. The Personal Property Declaration must be filed annually on or before November 1 (or the Monday following if November 1 falls on Saturday or Sunday) (CGS §12-42).
- A Personal Property Declaration not filed will result in a value determined by the Assessor from the best available information (CGS §12-53b).
- 3. Declarations filed with "same as last year" **are INSUFFICIENT** and shall be considered an incomplete declaration.
- Manufacturing machinery and equipment or biotechnology machinery and equipment eligible for exemption under CGS 12-81 (72) & (76) were previously declared under Codes 13 & 15. Those items are declared under Code 13 for all years.

Penalty of 25% is Applied -

- When no declaration is filed or a declaration is not signed, a 25% penalty is applied to the assessment. [See 2. under Filing Requirements.]
- When declarations are submitted after November 1 [See 1. under Filing Requirements] and an extension has **NOT** been granted (see Extensions) a 25% penalty is applied to the

assessment. Returns mailed in must have a postmark (as defined in C.G.S. Sec 1-2a) of November 1 [See 1. under Filing Requirements.] or before.

- 3. When an extension is granted (see Extensions) and the declaration is not filed by the extension deadline, a 25% penalty is applied to the assessment.
- 4. When omitted property is discovered, the 25% penalty is applied to the difference in the assessed value as determined by the results of the discovery and the assessment as determined by the originally filed declaration.

Exemptions-

- 1. On page 7, check the box adjacent to the exemption you are claiming.
- Note that several exemptions require an additional application in order to receive that exemption. Please request the form number noted from the Assessor's Office. The Manufacturers Machinery & Equipment Exemption Claim form & its itemized lists for Code 13 property may be requested if not included with this declaration.
- The extension to file the Personal Property Declaration, if granted, may not apply to all required exemption applications and may require a late filing fee. Check with the Assessor.

Signature Required -

- 1. The owners shall sign the declaration (page 8).
- 2. The owner's agent may sign the declaration. In which case the declaration must be duly sworn to or notarized.
- 3. Corporate officers signing for their corporations must have the returns properly sworn to or notarized; or provide the Assessor with a statement bearing the corporate seal and signed by the corporate secretary setting out the office held by the signer of the declaration and dates office held.

Extension -

The Assessor may grant a filing extension *for good cause* (CGS §12-42 &12-81K). If a request for an extension is needed, you need to contact the Assessor in writing by the **required filing date** [See 1. under Filing Requirements].

Audit –

The Assessor is authorized to audit declarations, within 3 years of the date of the required filing. Substantial penalties are applicable if such an audit reveals property not declared as required by law (CGS §12-53).

Before Filing Make Copies of Completed Declaration for Your Records

Example of how to complete the tables on pages 5 and 6

How should the following be declared?

June 2017, you bought a desk for \$300 and a chair for \$80. In October 2018 you buy a display rack for \$400. You have a filing cabinet you bought 10 years ago for \$100 that is being used in your business. A friend gave you a used bookcase, in February 2019, which you believe, is worth \$50.

See the table to the right for the answer.

#16 - Furni	ture, fixtures and e	quipment	
Year	Acquisition Cost	%	Depreciated
Ending		Good	Value
10-1-19	50	95%	48
10-1-18	400	90%	360
10-1-17	380	80%	304
10-1-16		70%	
10-1-15		60%	
10-1-14		50%	
10-1-13		40%	
Prior Yrs	100	30%	30
Total	930	Total	742

Assessor's Use Only

#16

2019 PERSONAL PROPERTY DECLARATION Commercial and financial information is not open to public inspection

		Poquiro	sessment date October 1, 2019 d return date November 1, 2019
DBA:			
Location (street & number)			
BUSINESS DATA For businesses, occu	pations, professions, farmers, lessors Answe	er all questions 1 through 12, writing N/A on	lines that are not applicable.
1. Direct questions	concerning return to -	2. Location of accounting r	ecords -
Name			
Address			
City/State/Zip			
Phone / Fax ()	/_()	()	/ ()
3. Description of Business			
4. How many employees work in y	our facilities in this town only?		
5. Date your business began in this	-		
	ur firm occupy at your location(s) in the	his town?	
	ration Partnership LLC		
	acturer 🗌 Wholesale 🗌 Service		
□ Other-	Describe	IRS Business Activi	
9 In the last 12 months was any of	f the property included in this declara	ation located in another Connecticut	Yes No
	entify by specific months, code, cost,		
10. Are there any other business or	perations that are operating from you	ur address here in this town?	
If yes give name and mailing ac			
11. Do you own tangible personal p	property that is leased or consigned t	to others in this town?	
If yes, complete Lessor's Listing	ng Report (below)		
12. Did you have in your possessio	n on October 1 st any borrowed, cons	signed, stored or rented property?	
If yes, complete Lessee's Listi	ng Report (page 4)		
	n order to avoid duplication of assessmen der conditional sales agreements must b		
information is reported in prescribed for		100000 #2	L 20000 #2
Name of Langes	Lessee #1	Lessee #2	Lessee #3
Name of Lessee			
Lessee's address			
Physical location of equipment			
Full equipment description			
Is equipment self manufactured?	Yes 🗌 No 🗌	Yes 🗌 No 🗌	Yes 🗌 No 🗌
Acquisition date			
Current commercial list price new			
Has this lease ever been purchased, assumed or assigned?	Yes 🗌 No 🗌	Yes 🗌 No 🗌	Yes 🗌 No 🗌
If yes, specify from whom			
Date of such purchase, etc.			
If original asset cost was changed by this transaction, give details.			
Type of lease	□Operating □Capital □Conditional Sale	□Operating □Capital □Conditional Sale	□Operating □Capital □Conditional Sale
Lease Term – Begin and end dates			
Monthly contract rent			
Monthly maintenance costs if included in monthly payment above			
Is equipment declared on the Lessor's or the Lessee's manufacturing exemption application?	Yes 🗌 Lessor 🗌 Lessee 🗌	Yes 🗌 Lessor 🗌 Lessee 🗌	Yes 🗌 Lessor 🗌 Lessee 🗌

Owner's Name:

Monthly rent Acquisition Cost Year Included

herein prescribed, sha	IG REPORT Pursuant to Connecticut General S y you but in your possession as of the assessment dat all result in the presumption of ownership and subsequ be reported includes (but is not limited to) dumpsters,	uent tax liability plus penalties. Property yo	declare, in the form and manner as u do not lease that may be in your
	dispose of any leased items that were in your possess or a description of the property and the date of disposit		
Did you a	acquire any of the leased items that were in your possidicate previous lessor, item(s) and date(s) acquired in	ession on October 1, 2018? the space to the right.	
	st of any of the equipment listed below declared anywl e 'Acquisition Cost' row.	here else on this declaration? If yes, note y	vear in the 'Year Included' row and list
	Lease #1	Lease #2	Lease #3
Name of Lessor			
Lessor's address			
Phone Number			
Lease Number			
Item description / Model #			
Serial #			
Year of manufacture			
Capital Lease	Yes 🗌 No 🗌	Yes 🗌 No 🗌	Yes 🗌 No 🗌
Lease Term – Beginning/End			

DISPOSAL, SALE OR TRANSFER OF PROPERTY REPORT

Disposal, sale or transfer of property – If you disposed of, sold or transferred a portion of the property included in last year's filing, complete the Detailed Listing Of Disposed Assets Report And Reconciliation Of Fixed Assets on page 6. If you no longer own the business noted on the cover sheet you do not need to complete this declaration. You must, however, return to the Assessor this declaration along with the complete AFFIDAVIT OF BUSINESS CLOSING OR MOVE OF BUSINESS OR SALE OF BUSINESS found in this return. DO NOT INCLUDE DISPOSALS IN TAXABLE PROPERTY REPORTING SECTION.

DETAILED LISTING OF DISPOSED ASSETS COPY AND ATTACH ADDITIONAL SHEETS IF NEEDED

Date Removed	Code #	Description of Item	Date Acquired	Acquisition Cost

TAXABLE PROPERTY INFORMATION

- 1) All data reported should be:
 - Actual acquisition costs including any additional charges for transportation and installation by year for each type of property described. These costs, less the standard depreciation as shown on the form will determine the net depreciated value.
 - b) Include all assets that may have been fully depreciated, written off, or charged to expense but are still owned. Do not include disposed assets.
- Reports are to be filed on an assessment year basis of October 1. Acquisitions between October 2 and December 31 apply to the new year. (i.e. acquisition made October 30, 2018 is reported in the year ending October 1, 2019).
- 3) Computerized filings are acceptable as long as all information is reported in prescribed format.
- 4) Do not include disposed assets. Disposals are used to reconcile last year's reporting with this year's reporting.

List or Account#:

Owner's Name:

	nnecticut but reg		ehicles & vehicles other state		nufacturing machin S 12-81 (76) for ex			Assesso
	VEHICLE 1	VEHICLE 2		Year	Original cost, trans		Depreciated Value	Use Onl
Year				Ending	portation & installati			
Make				10-1-19		95%		
Model				10-1-18		90%		
VIN				10-1-17		80%		
Length				10-1-16		70%		
Weight				10-1-15		60%		
Purchase \$				10-1-14		50%		
Date				10-1-13		40%		
				Prior Yrs		30%		# 9
Value				Total		Total		#10
#11 – Horses a	and Ponies			#12 – Cor	mmercial Fishing A	oparatus		
	#1	#2	#3	Year	Original cost, trans		Depreciated Value	
Breed				Ending	portation & installati			
Registered				10-1-19		95%		
Age				10-1-18		90%		
Sex				10-1-17		80%		
Quality				10-1-16		70%		
Breeding				10-1-15		60%		
Show	1			10-1-13		50%		
Pleasure	1			10-1-14		40%		
Racing				Prior Yrs		30%		#11
Value				Total		Total		#12
		• ·						
#13 - Manufac CGS 12-81(76	cturing machiner	y & equipme - must comple	nt eligible under	real estate		Homes if not	currently assessed as	
	ginal cost, trans-	1 1	epreciated Value	Tear estate	u #1	#2	#3	
	ition & installation		epreciateu value	Year				
10-1-19		95%		Make				
10-1-19		90%		Model				
10-1-17		80%		ID Numbe	er			
10-1-16		70%		Length	-			
10-1-15		60%		Width				
10-1-14		50%		Bedrooms	s			
10-1-13		40%		Baths				
Prior Yrs		30%						#13
Total		Total		Value				#14
	e, fixtures and ed				1	1	1	
l I		i i u	epreciated Value					
	ginal cost, trans- ition & installation	Good De	Preciated value					
10-1-19		95%						
10-1-18		90%						
10-1-17		80%						
10-1-17		70%						
10-1-15		60%						
10-1-15		50%						
10-1-14		40%						
Prior Yrs								
		30%						#16
Total		Total		-				#16
#17 – Farm M		1 1		#18 – Far	1	1 1		
	ginal cost, trans-		epreciated Value	Year	Original cost, trans		Depreciated Value	
	tion & installation	0000		Ending	portation & installati	0000		
10-1-19		95%		10-1-19		95%		
10-1-18		90%		10-1-18		90%		
		80%		10-1-17		80%		
10-1-17		70%		10-1-16		70%		
10-1-17 10-1-16		60%		10-1-15		60%		
10-1-17 10-1-16 10-1-15					1			
10-1-17 10-1-16 10-1-15 10-1-14		50%		10-1-14		50%		
10-1-17 10-1-16 10-1-15 10-1-14 10-1-13		50% 40%		10-1-13		40%		
10-1-17 10-1-16 10-1-15		50%						#17

List or Account#:

Owner's Name:

Owner's	s Name:						Required return of	date November 1, 2
#19 – Me	chanics Tools			# 20 Ele	ectronic data processing	g equipm	nent	
Year	Original cost, trans-	%	Depreciated Value	In	accordance with Se	ction 16	8 IRS Codes	
Ending	portation & installation	Good			Compute		o into codes	
10-1-19		95%			-	-		
10-1-18		90%		Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value	
10-1-17 10-1-16		80% 70%		10-1-19	portation a motaliation	95%	Depreciated value	
10-1-15		60%		10-1-19		80%		
10-1-14		50%		10-1-17		60%		
10-1-13		40%		10-1-16		40%		
Prior Yrs		30%		Prior Yrs		20%		#19
Total		Total		Total		Total		#20
			uipment not techno- coded #21c property		communication compa –include previously coo			
Year	Original cost, trans-	~ .	Depreciated Value	Year	Original cost, trans-	%	Depreciated Value	
Ending	portation & installation	Good		Ending	portation & installation	Good		
10-1-19		95%		10-1-19		95%		
10-1-18		90%		10-1-18		80%		
10-1-17		80%		10-1-17		60%		
10-1-16		70%		10-1-16 Drior Vro		40%		
10-1-15		60%		Prior Yrs Total		20%		
10-1-14 10-1-13		50% 40%		Total		Total		
Prior Yrs		30%						
Total		Total			21a and 21b	Total		#21
1	hlan nandritte sin		<u> </u>	# 00 F		, otai		
1	bles, conduits, pipes,	1	Depressions d Value		pensed Supplies		d an anna Raisia	
Year Ending	Original cost, trans- portation & installation	% Good	Depreciated Value		age is the total amount on the second second term of the second sec			
10-1-19	F Statisti & installation	2000			, 2018 divided by the h ober 1, 2018.			
10-1-18				Year	·	# of		
10-1-17				Ending	Total Expended	# Of Months	Average Monthly	
10-1-16				10-1-19				
10-1-15				LI		-1		
10-1-14								
10-1-13								
Prior Yrs								
Total		Total						#22
	Check here if a DP	UC regu	ulated utility					#23
#24a – O	ther Goods - includin	g leaser	nold improvements	#24b R	ental Entertainment Me	dium		
Year	Original cost, trans-	%	Depreciated Value	Year	Original cost, trans-	%	Depreciated Value	
Ending	portation & installation	Good		Ending	portation & installation	Good		
10-1-19		95%		10-1-19		95%		
10-1-18		90%		10-1-18		80%		
10-1-17		80%		10-1-17		60%		
10-1-16		70%		10-1-16		40%		
10-1-15		60%		Prior Yrs		20%		
10-1-14		50%		Total		Total	" (D)/D :	
10-1-13		40%			# of video tapes		# of DVD movies	
Prior Yrs		30%			# of music CD's		# of video games	
Total		Total			24a and 24b	ı otal		#24
Asse * Asse Asse	RECONCILIATIO mplete Detailed Listin ets declared 10/1/18 ets disposed since 10 ets added since 10/1/ ets declared 10/1/19	lg of Dis ∥1/18	KED ASSETS posed Assets –page 4					
Expe	ensed equipment last italization Threshold	year						

2019 PERSONAL PROPERTY DECLARATION – SUMMARY SHEET

Commercial and financial information is not open to public inspection.

		Assessment d		stobor 1, 2010
List or Account#:	Rec	uired return date		
Owner's Name:		roperty Declaration		
 DBA:		elivered or postm ay, November 1, :		•
	FIL	Assessor of Tow		0
Mailing address:	whe	ere property is lo		
City/State/Zip:				
Location (street & number)				Assessor's Use Only
Property Code and Description		Net Depreciated Value pages 5 & 6	Code	Assessments
#9 Motor Vehicles UNREGISTERED motor vehicles (e.g. campers, RV's, snowmobiles, trailers, trucks,	passenger cars.		oouc	/.002002.1110
tractors, off-road construction vehicles, etc.) including any vehicle garaged in Connecticut but registered in a	another state, or any		#9	
such vehicle not registered at all. If you are a farmer eligible for the exemption under Sec. 12-91, list tractors #10 - Machinery & Equipment Industrial manufacturing machinery and equipment (e.g., tools, dies, jig				
Include air and water pollution control equipment. #11 Horses And Ponies Describe your horses and ponies. A \$1,000 assessment exemption per anima	al will be applied. If you		#10	
are a farmer, the exemption may be 100% provided Form M-28 is filed with and approved by the Assessor. #12 - Commercial Fishing Apparatus All fishing apparatus exclusively used by a commercial fishern			#11	
(e.g., fishing poles, nets, lobster pots, fish finders, etc.). A \$500 value exemption will be applied.			#12	
#13 –Manufacturing machinery & equipment Manufacturing machinery and equipment used in ma research or engineering devoted to manufacturing; or used for the significant servicing or overhauling of ind			#12	
factory products and eligible for exemption under CGS 12-81 (76). (Formerly property Codes 13 & 15)			#13	
#14 Mobile Manufactured Homes if not currently assessed as real estate #16 - Furniture & Fixtures Furniture, fixtures and equipment of all commercial, industrial, manufacturin	a morecentile trading		#14	
and all other businesses, occupations and professions. Examples: desks, chairs, tables, file cabinets, typ copy machines, telephones (including mobile telephones), telephone answering machines, facsimile machi cash registers, moveable air conditioners, partitions, shelving display racks, refrigerators, freezers, kitchen	ewriters, calculators, nes, postage meters,		#16	
#17 - Farm Machinery Farm machinery (e.g., tractors, harrows, bush hogs, hay bines, hay rakes, balers milking machines, milk tanks, coolers, chuck wagons, dozers, back hoes, hydroponic farm equipment, aqua etc.), used in the operation of a farm.			#17	
#18 - Farming Tools Farm tools, (e.g., hoes, rakes, pitch forks, shovels, hoses, brooms, etc.).			#18	
#19 - Mechanics Tools Mechanics tools (e.g., wrenches, air hammers, jacks, sockets, etc.).			#19	
#20 - Electronic Data Processing Equipment Electronic data processing equipment (e.g., compute computer equipment, and any computer based equipment acting as a computer as defined under Section 1 1986, etc.). Bundled software is taxable and must be included.			#20	
#21 - Telecommunications Equipment Excluding furniture, fixtures, and computers, #21a includes c antennae, batteries, generators or any equipment not deemed technologically advanced by the Assessor. # controllers, control frames, relays switching and processing equipment or other equipment deemed technologically advanced by the Assessor.	21b includes		#21	
the Assessor. #22 - Cables, conduits, pipes, poles, towers (if not currently assessed as real estate), undergro	und mains wires		#21	
turbines , etc., of gas, heating, or energy producing companies, telephone companies, water and water p Include items annexed to the ground (e.g., hydraulic car lifts, gasoline holding tanks, pumps, truck scales, e used for the purpose of creating or furnishing a supply of water (e.g., pumping stations).	ower companies.		#22	
#23 - Expensed Supplies The average monthly quantity of supplies normally consumed in the course of stationery, post-it notes, toner, computer disks, computer paper, pens, pencils, rulers, staplers, paper clips, supplies and maintenance supplies, etc.).			#23	
#24 – Other All Other Goods, Chattels and Effects Any other taxable personal property not previously in does not appear to fit into any of the other categories. (e.g. video tapes, vending machines, pinball games, vending machines,			#24	
billboards, coffee makers, water coolers, leasehold improvements .			#24	
Total Assessment – all codes #9 through #24	Subtotal >			
#25 – Penalty for failure to file as required by statute – 25% of assessment			#25	
Exemption - Check box adjacent to the exemption you are claiming:				
I – Mechanic's Tools - \$500 value I M – Commercial Fishing Apparatus - \$500 value				
\Box I – Farming Tools - \$500 value \Box I – Horses/ponies \$1000 assessment per anim		oguirod seture det		
All of the following exemptions require a separate application and/or certificate to be filed with	-			
J – Water Pollution or Air Pollution control equipment – Connecticut DEEP certificate I – Farm Machinery \$100,000 assessment - Exemption application M-28 required ar		ру		
G & H – Distressed Municipality/Enterprise Zone/Enterprise Corridor Zone - Exemption		equired annually		
U – Manufacturing Machinery & Equipment - Exemption claim required annually				
	sor's Final Asse	essment Total >		

List or Account#:	
Owner's Name:	

	THIS FORM MUST BE SIGNED (AND IN SOME CASES WITNESSED) BEFORE IT MAY <u>Avoid Penalty – IMPROPERLY SIGNED DECLARATIONS REQU</u> COMPLETE SECTION A OR SECTION B	UIRE A 25% PENALTY
completed ac personal prop	DO HEREBY declare under penalty of false statement that al coording to the best of my knowledge, remembrance, and bel perty liable to taxation; and that I have not conveyed or temporar e laws relating to the assessment and collection of taxes as per SEE PAGE TWO (2) FOR SIGNATURE REQUIR	I sections of this declaration have beer ief; that it is a true statement of all my ily disposed of any estate for the purpose Connecticut General Statutes §12-49.
CHE(Signature	CK ONE OWNER OFFICER MEMBER	Dated
	Signature/Title	
	Print or type name	
full authority and	EREBY declare under oath that I have been duly appointed agent for the o d knowledge sufficient to file a proper declaration for him in accord with the	
Agent's Signature		Dated
	Agent's Signature /Title	
	Print or type agent's name	
Witness of agent's	AGENT SIGNATURE MUST BE WITNESS sworn statement	SED
Subscribed and sw	vorn to before me -	Dated
Subscribed and sw	orn to before me - Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Co Court	
	Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Court	
Direct question	Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Court	Check Off List: Check Off List: Read instructions on page 2 Complete appropriate sections Complete exemption application Sign & date as required on page Make a copy for your records
Direct question	Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Court	Check Off List: Check Off List: Read instructions on page 2 Complete appropriate sections Complete exemption application Sign & date as required on page Make a copy for your records
Direct questio	Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Court	Check Off List: Check Off List: Read instructions on page 2 Complete appropriate sections Complete exemption application Sign & date as required on page Make a copy for your records
Direct question	Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Court	Check Off List: Check Off List: Read instructions on page 2 Complete appropriate sections Complete exemption application Sign & date as required on page Make a copy for your records
Direct question	Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Court	Check Off List: Check Off List: Read instructions on page 2 Complete appropriate sections Complete exemption application Sign & date as required on page Make a copy for your records
Direct question	Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Court	Check Off List: Check Off List: Read instructions on page 2 Complete appropriate sections Complete exemption application Sign & date as required on page Make a copy for your records
Direct question	Circle one: Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Court	Check Off List: Check Off List: Read instructions on page 2 Complete appropriate sections Complete exemption application Sign & date as required on page Make a copy for your records