

HENDERSON COUNTY-Individual Personal Property Listing INSTRUCTIONS

To Avoid Penalty, Return Signed Completed Listing by January 31st.

A	Ownership Information	Please review name and mailing address information and provide corrections if necessary. All ownership information on this form is as of January 1st of the tax year. If you sold a manufactured home during the preceding calendar year, please provide new owner information (if available) in the space provided.
B	Physical Address of Property	Please review the physical address of property as of January 1st and make any necessary corrections. If you own multiple properties at different locations, a separate listing form must be completed for each location. Contact our office for additional property listing forms.
C	Listed Personal Property	<p>Draw one line through any property you did not own on January 1st of the tax year indicated on the top of the form and provide the date sold or disposed.</p> <p>For properties you no longer own, please attach proof, such as Notarized Bill of Sale, location of property if not in Henderson County, Bankruptcy, Repossession Documents, etc.</p>
D	Unlisted Personal Property	<p>Enter personal property owned as of January 1st that is not listed in Section C. List all boats, boat motors, manufactured homes, aircraft, and unlicensed vehicles owned by you on January 1st.</p> <p>Please provide complete descriptions of all property. You may also attach detailed information about the property if it does not fit in the space provided.</p> <p><u>Licensed Vehicles</u>- Do not list vehicles currently licensed (tagged) by the North Carolina Department of Motor Vehicles (NCDMV). Exception: Permanently Tagged and Apportioned motor vehicles must be listed as they are not included on NCDMV registration renewal notices.</p> <p><u>Unlicensed Vehicles</u>- Vehicles not licensed with the North Carolina Department of Motor Vehicles must be listed. Vehicles include cars, trucks, trailers- all types, motorcycles, campers and motor homes.</p> <p><u>Watercraft (Boats)</u>- Watercraft ownership information is received from boats properly listed by the owner. Please list boat motor 1 horse power and boat motor 2 horse power if applicable.</p> <p><u>Aircraft</u>- Aircraft ownership information is received from aircraft properly listed by the owner. Please provide engine hours and engine maintenance if available.</p> <p><u>Manufactured Homes</u>- Manufactured home ownership information is received from manufactured homes properly listed by the owner. If you have sold a manufactured home listed on this form, please provide new owner information, if available, in section A of this form.</p> <p>Please provide as much information as possible to ensure the property can be valued accurately.</p>
E	Affirmation	<p>Signature must be that of the owner, partner or principal officer or individual having power of attorney.</p> <p>Listings may be subject to audit review, for compliance and accuracy.</p> <p>Any individual who willfully makes and subscribes an abstract (listing) required by this Subchapter (of the Revenue Laws) which he does not believe to be true and correct as to every material matter shall be guilty of a Class 2 misdemeanor. (Punishable by a fine not to exceed \$ 1,000 and/or imprisonment up to 60 days.)</p>