

Please return by:  
March 1, 2013

Knox County Property Assessor - Personal Property Dept.  
City County Building - 400 Main Street, Suite 204  
Knoxville, TN 37902-2405  
Phone: 865-215-2362

Year: 2013  
Account #:

## KNOX COUNTY, TENNESSEE

# TANGIBLE PERSONAL PROPERTY SCHEDULE

In accordance with T.C.A. 67-5-903, this schedule must be completed, signed on the reverse side and filed with the Assessor of Property on or before March 1. Failure to do so will result in a forced assessment from which there is no appeal except to the Knox County Board of Equalization.

DBA:

**Part 1: General Data** Make Changes as Needed

Mapped Location: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Business Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Business Owner: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Approximate square footage of building area used in your business? \_\_\_\_\_

Business License Number: \_\_\_\_\_

How long has this business been in operation? \_\_\_\_\_

How many vehicles are used in your business? \_\_\_\_\_

Email Address: \_\_\_\_\_

How many employees do you have? \_\_\_\_\_

If you were out of business in Knox County or sold your business on or before January 1, 2013, please notify the Assessor of Property (in writing) of the close/sale date in order to avoid a forced assessment.

**Part 2 : Owned Personal Property** Report all personal property owned by you or held for use in your business/profession as of January 1, including items fully depreciated on your accounting records. Do not report inventories of merchandise held for sale or exchange or finished goods in the hands of the manufacturer. Personal property leased or rented and used in your business must be reported in **Part 3** on the reverse side of this schedule. Property on which you need to report a Nonstandard value must be reported in **Part 4** on the reverse side of this schedule and not in this section. A separate schedule must be filed for each business location. List the total original cost to you for each group below, by year acquired, in the REVISED COST column. If COST ON FILE is printed on the schedule, you need only report new cost totals resulting from acquisition or disposition of property in the REVISED COST column. An Asset Listing should accompany this schedule. This can be faxed to (865) 215-4691 or emailed to personal.property@knoxcounty.org

**Alternative Reporting for Small Accounts** If you believe the depreciated value of your property is \$1,000 or less, you may use the Small Accounts Certification (reverse side) as an alternative to reporting detail costs below. With this certification, subject to audit, your Assessment will be set at \$300.

Reverse side of this form must be completed if applicable

**Group 1 - Furniture, Fixtures, Gen Equip & All Property Not in Another Grp**

YEAR	COST ON FILE	REVISED COST
2012		
2011		
2010		
2009		
2008		
2007		
Prior		
Total		

**Group 2 - Computers, Copiers, Peripherals, Fax, Machines & Tools**

YEAR	COST ON FILE	REVISED COST
2012		
2011		
Prior		
Total		

**Group 3 - Molds, Dies, & Jigs**

YEAR	COST ON FILE	REVISED COST
2012		
2011		
2010		
Prior		
Total		

**Group 4 - Aircraft, Boats & Towers (not classified as real property)**

YEAR	COST ON FILE	REVISED COST
2012		
2011		
2010		
2009		
2008		
2007		
2006		
2005		
2004		
2003		
Prior		
Total		

**Group 5 - Manufacturing Machinery**

YEAR	COST ON FILE	REVISED COST
2012		
2011		
2010		
2009		
2008		
2007		
Prior		
Total		

**Group 6 - Billboards, Tanks & Pipelines (unless classified as real property)**

YEAR	COST ON FILE	REVISED COST
2012		
2011		
2010		
2009		
2008		
2007		
2006		
2005		
2004		
2003		
2002		
2001		
Prior		
Total		

**Group 7 - Scrap Property**

YEAR	COST ON FILE	REVISED COST
ALL		

**Group 8 - Raw Materials & Supplies**

Original Cost \_\_\_\_\_

**Group 9 - Vehicles**

YEAR	COST ON FILE	REVISED COST
2012		
2011		
2010		
Prior		
Total		

**Group 10 - Construction in Progress**

YEAR	COST ON FILE	REVISED COST
ALL		

Return this schedule and any accompanying data on or before March 1st to:

Knox County Property Assessor  
Attn: Personal Property Section  
400 Main Street, Suite 204  
Knoxville, TN 37902-2405

Print your Name & Title and Sign this Schedule on the Reverse Side

**PART III. LEASED PERSONAL PROPERTY--** REPORT ALL ITEMS LEASED OR RENTED BY YOU FOR THE CONDUCT OF YOUR BUSINESS AS OF JANUARY 1ST, REGARDLESS OF ANY CONTRACT BETWEEN THE LESSOR AND LESSEE AS TO WHO SHALL PAY THE TAXES. LEASED PROPERTY IS TO BE ASSESSED TO THE LESSEE.

GRP	ITEM DESCRIPTION, MAKE AND MODEL NUMBER	YEAR MADE	COST NEW	TERM OF LEASE AND YEAR LEASE BEGAN	DEPRECIATED VALUE	MONTHLY RENT	NAME OF LESSOR	ADDRESS OF LESSOR
<b>TOTAL</b>					IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET USING THE SAME FORMAT			

\* Report year of acquisition if lessor purchased the property being used.  
 \*\* Report advertised retail price if cost new is unknown.

**PART IV. OWNED ITEMS WITH NONSTANDARD VALUE--** REPORT PROPERTY ON WHICH YOU WISH TO REPORT A VALUE DIFFERENT FROM STANDARD DEPRECIATED COST WHERE SUCH VALUE MORE CLOSELY APPROXIMATES FAIR MARKET VALUE. THE ASSESSOR MAY REQUEST SUPPORTIVE INFORMATION BEFORE ACCEPTING SUCH VALUE.

GRP	ITEM DESCRIPTION	YEAR MADE	ORIGINAL COST	DEPR FACTOR	VALUE AS OF JANUARY 1ST	ASSESSOR'S USE ONLY	
						DEPR	VALUE
<b>TOTAL</b>							

IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET USING THE SAME FORMAT

**STATUTORY DEPRECIATED PERCENT GOOD SCHEDULE (for descriptions see front)**

GROUP 1		GROUP 2		GROUP 3		GROUP 4		NOTES:
YEAR	DEPR	YEAR	DEPR	YEAR	DEPR	YEAR	DEPR	
1	0.88	1	0.67	1	0.75	1	0.92	
2	0.75	2	0.33	2	0.50	2	0.85	
3	0.63	PRIOR	0.20	3	0.25	3	0.77	
4	0.50	GROUP 5	PRIOR	0.20	4	0.69		
5	0.38	YEAR	DEPR	GROUP 6	5	0.62		
6	0.25	1	0.94	ALL	0.02	6	0.54	
7	0.20	2	0.88	GROUP 7	7	0.46		
PRIOR	0.20	3	0.81	ALL	1.00	8	0.38	
GROUP 8	4	0.75	GROUP 9	9	0.31			
YEAR	DEPR	5	0.69	YEAR	DEPR	10	0.23	
1	0.88	6	0.63	1	0.80	11	0.20	
2	0.75	7	0.56	2	0.60	PRIOR	0.20	
3	0.63	8	0.50	3	0.40	GROUP 10		
4	0.50	8	0.44	4	0.20	ALL	0.15	
5	0.38	10	0.38	PRIOR	0.20			
6	0.25	11	0.31					
7	0.20	12	0.25					
PRIOR	0.20	13	0.20					
		PRIOR	0.20					

**SMALL ACCOUNTS CERTIFICATION (OPTIONAL)**  
 By checking the box above, I certify that the total depreciated value of my property (all groups), based on Assessor's Depreciation Schedule is \$1,000 or less. I understand this certification is subject to penalties for perjury and I may be subject to statutory penalty and cost if this certification is proven false.

I certify that the information contained herein, including any accompanying schedules or data, is true, correct, and complete, to the best of my knowledge and belief.

PRINT NAME \_\_\_\_\_  
 Please Print Name Above and Sign Below

TITLE \_\_\_\_\_  
 Please Print

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_