IMPORTANT:
Please read form carefully and follow all instructions.

HAYWOOD COUNTY 2016 PERSONAL PROPERTY LISTING FORM

215 N Main St Ste 220
Waynesville NC 28786
For information regarding this form, please call (828) 452-6640

THIS IS NOT A BILL

A REAL ESTATE/Personal Property Manufactured Homes

Addition/Remodel Cost: _____ % Comp: _____
Description: _____

Demolition/Removal:
Cost: _____ % Comp: _____
Description: _____

B OWNERSHIP
Owner 1: _____
Email: _____
Date of Birth: _____ Phone: _____
Employer/Phone: _____
Owner 2: _____
Email: _____
Date of Birth: _____ Phone: _____
Employer/Phone: _____

C **ATTENTION PERSONAL PROPERTY OWNERS:**
If you sold personal property during calendar year 2015, please indicate the new owner below. A copy of the Bill of Sale or Title Transfer is required.

Name: _____ Phone: _____
Address: _____
City, St, Zip: _____
Date Sold: _____ Sale Price: _____

D List in this section all Mobile Homes and Improvements, Boats, Boat motors, Jet Skis, Multi year and Permanent tagged trailers and Untagged vehicles, such as Automobiles, Trucks, Trailers, Campers, Airplanes and Motorcycles you owned on January 1. Antique vehicles 35 years or older, will be listed at TEC or Antique Value unless proof is provided that the vehicle is not drivable. Do not list licensed (tagged) vehicles, leased vehicles, or real property.

TYPE	YEAR	MAKE	MODEL	WIDTH	LENGTH	BED #	BATH #	HEAT TYPE	ADDRESS WHERE LOCATED	VIN, HULL, TITLE #'S	HORSE POWER	PURCHASE PRICE OR COST	YEAR PURCHASED	TAX OFFICE USE

Type Code
MH = Mobile Home
MHA = Mobile Home add
PM = Park Model
RVA = Rec. Veh. addition
UBM = Boat and Motor
UBO = Boat
UCP = Unreg. Camper
UMC = Unreg. Motorcycle
UMT = Boat Motor
UMV = Unreg. Motor Veh.
UPT = Pontoon
UTL = Unreg. Trailer

E DO YOU HAVE ANY FARM MACHINERY USED FOR PRODUCTION OF INCOME?
☐ YES ☐ NO

DO YOU HAVE RENTALS?
☐ YES ☐ NO

F

TOWNSHIP	ACCOUNT NUMBER

THIS FORM WILL BE REJECTED IF NOT SIGNED

G AFFIRMATION OF PROPERTY OWNER: GS-105 310-311. Under penalties prescribed by law, I hereby affirm that to the best of my knowledge and belief this listing, including any accompanying statements, inventories, schedules, and other information, is true and complete. If this affirmation is signed by an individual other than the taxpayer, he affirms that he is familiar with the extent and true value of all of the taxpayer's property subject to taxation in this county and that his affirmation is based on all the information of which he has any knowledge.

SIGNATURE OF OWNER OR AGENT _____ DATE ___/___/___

For tax department use only

Total Value	
Exemption Type/Value	
Taxable Value	

TO AVOID A LATE LISTING PENALTY PLEASE COMPLETE AND RETURN NO LATER THAN JAN. 31ST

FOR TAX OFFICE USE ONLY: Date Rec: _____ Late List _____

GENERAL INFORMATION

North Carolina State Law Requires that values be listed at 100% of True Value.

To avoid a 10% late list penalty, please fill out the tax listing form and mail or if you need assistance, you may bring it by the tax listing office before January 31, 2016.

If you sell or dispose of any listed item on the form please note that proof will be required in order to remove it from the listing.
PROOF IS REQUIRED!!! Attach proof (Notarized bill of sale, Salvage, New Owner Contact information, Bankruptcy or Repossession documents, or a bill from another jurisdiction).

All Personal Property (Rental units or houses that are income producing) must be listed each year by January 31. Haywood County now has permanent listings of real property; therefore, no listing is required on any real property where personal property is not located and listed.

List Business Property on a "Business Personal Property Listing Form." Separate listings for each location must be filed. If a blank form or assistance is required, you may inquire at the Assessor's office at 215 North Main Street, Suite 220, Waynesville, NC 28786, Monday thru Friday from 8:00AM to 5:00PM (828)452-6664 or (828)452-6639.

Taxpayers who list property at a value less than its true value, file a false listing or affirmation, remove or conceal property for the purpose of evading taxes or fail to file a proper listing may be subject to a fine of up to $500 or up to six months imprisonment.

INSTRUCTIONS

A. **Real Estate/Personal Manufactured Homes:** List any improvements since last January 1st giving a brief description, cost and percent complete (Real and Personal)

B. **Owner Information:** Fill in owner(s) name, address, home telephone, email, employer name and phone number.

C. **Selling & Disposing of Personal Property:** Complete this area by giving the information on the person the personal property was sold to including, name, address, date sold and sale price. A copy of the Bill of Sale or Title Transfer is required.

D. **List all manufactured homes and park models listed or valued as real estate.**
Additions to the manufactured homes, park models and or recreational vehicles are listed separately. If you do not own the land please list the landowner under address where located. List all campers, travel trailers and rv's, boats and motors, jet skis and all unlicensed (untagged) automobiles, trucks, trailers, motorcycles, junked vehicles and airplanes. Antique vehicles, 35 years or older, will be listed at TEC or antique value unless proof is provided that the vehicle is not drivable. You are no longer required to list for property taxes vehicles which are currently tagged with the North Carolina Division of Motor Vehicles (DMV). The tax on these vehicles will be billed by DMV when the current registration is renewed or application is made for a new registration.

E. **Farm Machinery/Rental Units (please check yes or no for the following):**
☐ yes ☐ no Do you have any farm machinery used for production of income?
☐ yes ☐ no Do you have any rentals?

F. **Name and Address:** Correct name and address if necessary.

G. **Affirmation:** Property owner's or agent's signature and date. **Listing Forms that are not signed will be returned and could result in a late list penalty!!**

H. **Property Tax Relief Programs:** Property tax Homestead Exclusion for Elderly and disabled persons, Circuit Breaker Deferment, and Disabled Veterans is listed on the back of the listing form. If you qualify and would like to apply for one of these programs please file an application with the Assessor's office by June 1, 2016. Applications may be requested by calling (828) 452-6640 or by visiting the Personal Property office located in the historic courthouse.